LIBRARY BUILDING PROGRAM

Ingleside Branch Library
San Francisco Public Library

BRANCH LIBRARY
IMPROVEMENT PROGRAM

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SAN FRANCISCO PUBLIC LIBRARY

INGLESIDE BRANCH LIBRARY

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I. GENERAL INTRODUCTION TO THE PROJECT

For more than 75 years the Ingleside Branch Library has provided neighborhood library services from a series of leased, storefront facilities, which were not designed to be libraries. The Ingleside Branch Library construction project represents a major milestone for the now mature neighborhood—the opportunity to build the first permanent Ingleside Branch Library. The branch site, jointly selected by residents and planners, is located just a few blocks from the existing leased facility. The long-awaited branch library will be a permanent anchor for the community, serving a neighborhood that is economically and ethnically diverse, and which is home to a balanced range of age groups.

A. Overview of the Need for the Project

The following building program defines the requirements for a new branch library—the first permanent Ingleside Branch Library, which will be designed to meet the identified library needs of the neighborhood.

The San Francisco Library Commission and Library Administration set forth a plan to renovate and rebuild the branch library system. Construction of the Ingleside Branch Library will fulfill the mandate set by the voters of San Francisco in approving Proposition A, a $106 million branch library improvement bond to support the renovation and construction of nineteen branches, including construction of four new branches to replace those currently housed in leased facilities. The Ingleside Branch Library is one of the four leased facilities.

The Balboa Park Station Area Plan[1], which includes the Ingleside neighborhood, was developed by the Planning Department of the City and County of San Francisco. The plan addresses the proposed new Ingleside Branch Library and confirms that the proposed branch site is optimal for serving the community, and will act as a key component in the revitalization of the area. See page 135 of *The Balboa Park Station Area Plan* for information regarding the Ingleside Branch Library. Development of *The Balboa Park Station Area Plan* was an inclusive, community process involving local stakeholders, citizen groups and other City departments.

To meet service area literacy and educational support needs, jointly recognized by the San Francisco Unified School District and the Library, the new branch library will act as a Family Literacy Center for the community and will provide a regularly scheduled Homework Center. Aptos Middle School will partner with the Ingleside Branch Library to establish these services as a community approach to reading readiness for children, reading skills improvement, English language literacy and academic success.

At 6,092 square feet, the new branch library will be 27% larger than the current 4,800 square foot leased facility. Because it will be designed as a library, to meet the expressed needs of the Ingleside neighborhood, it will be markedly more efficient and appropriate library space, able to serve community needs now and over the coming decades.

More than 57% of Ingleside neighborhood residents are between the ages of 25 and 64, and 22% are under the age of 19, a higher percentage of school age residents than is typically seen in the City of San Francisco. Racially and ethnically, the service area population is 44% White, 38%

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[1] *The Balboa Park Station Area Plan* excerpt, page 135, is included as Appendix H.

Asian—primarily of Chinese descent, 11% Hispanic of any race, and 9% African American. Households in which only the English language is spoken amount to 53%, with Asian languages (primarily Chinese) being spoken in 33% of homes and Spanish in 9% of homes.

In response to community input gathered during the Community Library Needs Assessment phase of the Ingleside project, the new branch will increase its collections, and will expand the number of public access computers. Collections will grow by 10%, equating to 2.19 volumes per capita for the projected 2020 service area population of 13,288. This collection growth will allow for overall collection improvement, including the expansion of popular non-English collections. Public access computers will grow by 360%, supplying one computer for every 699 people in the service area. Reader seating will grow by 40%, equating to 2.6 seats for every 1,000 of projected population.

The branch library will include a defined children's area, appropriate space for community teens, comfortable and acoustically separate adult reading areas, and staff space that is conducive to both public service and behind-the-scenes work.

In response to the expressed community need for meeting and programming space for children and adults, a multi-purpose Program Room, to include laptop computers, will be provided. In addition to serving as a venue for programs and meetings, the Program Room will be used for training sessions directly related to the joint-venture Family Literacy Center and Homework Center, and will serve as the location of the regularly scheduled Homework Center.

The new branch library will be located only 0.2 miles from its present, leased location. The new branch site, currently housing the *Sunset Garage*, a commercial automobile repair business, is on Ocean Avenue—the main traffic artery for the Ingleside neighborhood. In April 2002, following a series of meetings culminating in a recommendation, a community meeting was held at the Ingleside Branch Library to discuss site options for the new branch library. Based on discussion of site feasibility, the branch library service area community strongly supported the *Sunset Garage* site. In the *Balboa Park Station Area Plan,* developed by the City and County of San Francisco Planning Department, the new branch library was identified as the "Preferred use" of the *Sunset Garage* parcel.

The first permanent facility for the 78 year old Ingleside Branch Library will include the following:
- A collection of 29,050 books and audiovisual materials;
- 19 public computers;
- Family Literacy Center Services
- Homework Center
- 35 reader seats; and
- A program room to seat 24 (equipped with laptop computers).

B.   Project Time Schedule

Activity	Date
Planning and Use Permits Obtained	09/15/04
Schematic Plans Completion	01/16/04
Design Development Plans Completion	11/11/04
Working Drawings at 90% Completion	03/04/05
Construction Documents Completion	04/25/05
Project Advertised for Bids	05/09/05
Start of Construction	09/06/05
Estimated Mid-Point of Construction	06/06/06
Completion of Construction	03/08/07
Opening of Library Building to the Public	04/09/07

C.   Library Building Program and the Architectural Design Process

The building program should serve as a guide for the design team, defining the functional and operational requirements of the branch library. The program addresses the building's environmental qualities and ambience, spatial relationships, and square footage requirements. The program describes overall planning and design considerations for a library and describes the specific and particular, detailed requirements for each space in the Ingleside Branch Library.

The City and County of San Francisco, and the Library will use the program as a communications tool in their work with the design team and others involved in the library project, to be sure that the completed facility is a functional library that will serve the needs of the community over the coming twenty years. It is expected that over the course of the design phase, the City/County and the Library will amend and update this original program as needed to reflect changes and adjustments in policy and planning.

D.   Roles and Interrelationships of Library Building Team

Client/Owner
The City and County of San Francisco will own and maintain the new branch library, and representatives of the City and County of San Francisco will serve on the Library project committee. Those representatives will oversee City and County interests in the project and will direct the work of the design and construction teams. Approval from the City and County of San Francisco will be required at each phase of the project.

Library
The San Francisco Public Library will operate the new branch library as one of its system branches, providing staff, materials and services. Representatives of the Library will serve on the Library project committee as advisors, to be sure that design and construction are proceeding as expected and as per the building program, in order to provide a highly functional library for the service community.

Architect
The project architect will design the branch library to meet the guidelines of the building program and the requirements of the site. The architect will work with the Library during the design process and will produce plans, elevations, sections, renderings, specifications and other required documents. The architect will provide time lines and cost estimates for the project—to include both hard and soft costs. During the construction phase the architect will work with the contractor to carry out the design plans.

Interior Designer
An interior designer will be engaged for the project to participate in the selection and layout of furnishings and equipment, and the selection of interior building finishes.

Project Consultants
A library consultant will work with the San Francisco Public Library to determine the library service needs of the community and to prepare a building program to meet those needs. The building consultant advises the architect on the content of the program, participates in design discussions during the design phase, and reviews architectural plans to be sure that they accurately represent the program.

Structural, electrical and mechanical engineers will be hired to serve as consultants on the project. These engineers will participate in the process at specific times during the design process and may serve on the project committee at those times.

Additional consultants may be used at the discretion of the City and County of San Francisco— lighting consultants, communications consultants, security consultants, acoustical consultants, energy management/sustainability consultants, signage consultants, etc.

The Ingleside Library Building Team has many different members with unique roles and perspectives. They are identified as follows:

Susan Hildreth, City Librarian Paul Underwood, Deputy City Librarian	Provide general guidance to project
Donna Corbeil, Chief of Branches	Provides expertise as administrator responsible for system-wide branch services
Katie Lynds, West District Branch Manager	Provides expertise as administrator responsible for area branch services
Jan Nunes, Branch Manager Ingleside Branch Staff	Provides continual input on community, service and facility design issues
Marilyn Thompson, Bond Program Manager Department of Public Works (DPW)	Provides oversight to this project and all other branch projects

Mindy Linetzky Bond Program Administrator Bureau of Architecture Department of Public Works (DPW)	Responsible for community outreach and program administration
Anne Fougeron Michael Perry Wayne Gehrke David Schnee Fougeron/Group 4, a Joint Venture Architecture firm	Architects on project, prepare all design documents
Mike White Kate Keating Kwan/Henmi & Marie Fisher Association	Provide interior design standards
Kate Keating Associates, Inc.	Provides signage/graphics consultation
Mike White Consulting	Provides ergonomics and workflow improvement concepts
Drew Harrington, Library Consultant	Provides expertise in developing the needs assessment and in facility planning

These individuals have worked together well in developing this project. Their collaboration is strategic and is often based on the particular topic under discussion. The key design team includes Donna Corbeil, Katie Lynds, Jan Nunes, and Drew Harrington. Donna, Katie, Jan and Drew have worked intensively to conduct the community needs assessment. Donna, Katie, Jan and Drew have collaborated in producing the needs assessment, the library service plan and the building program.   The staff at the branch has been involved in design discussions.

II. GENERAL REQUIREMENTS OF THE LIBRARY BUILDING

A.   Occupancy by staff and users

After more than 75 years in leased facilities, the construction of a permanent facility for the Ingleside Branch Library will be a landmark community achievement. The structure should be a worthy source of shared pride for the neighborhood—a structure designed with a sense of place at the heart of this established community. Excellent functionality, service flexibility, enduring design and high quality construction will allow the branch to inspire pride in current and future generations.   An environmentally sound approach to design and construction must be part of the project from inception to completion. Principles of green building should be employed, whenever feasible.

The branch library is for everyone in the community, and so must be warm, welcoming and approachable. At the same time it must be easily recognizable as a public structure of shared importance.

The branch library will serve as a community meeting place, offering a variety of simultaneous services and activities that will need to be accommodated in different areas or zones of the building. The design should help the branch library to market its services and resources, with areas planned for browsing of the collections, student and family literacy and educational support, efficient use of computers, and a variety of seating choices. Branch visitors in this multi-lingual community should find navigating the building to be largely intuitive, including locating staff assistance as needed. The building design should not be so complex as to create barriers for staff or visitors, but should be interesting and distinctive.

Staff work areas, both at the public service desk and in non-public areas, must be designed to be ergonomically sound and efficient and must provide a pleasant and encouraging work environment.

Building flexibility and adaptability should be guiding design principles in order to accommodate current practices, emerging trends, and as yet unknown developments in library service.   The design and construction of the building must include principles of energy efficiency, and must be ecologically sound.

Electronic technology will be a prominent feature of the facility. The design needs to incorporate computer workstations and other electronic devices comfortably throughout all spaces, both public and staff. Spaces throughout the building should be designed to be "wireless friendly," to support the use of wireless and hand held devices linked to the library's network. Both hard-wired and wireless capacity should be sufficient to support growing technology demands and be capable of accommodating new and as yet undeveloped technologies and applications.

The site of the new branch, on Ocean Avenue, will be highly visible and the structure should enhance the avenue, which serves as the main traffic artery through the neighborhood. A well-designed library will draw people in, and then will reward them with interesting and comfortable spaces inside. Specifically, it is important that the building be visually appealing, safe and secure, comfortable and fully accessible to all, easy to maintain, and operationally sound.

B.   Type and size of collections

The balance among collections, computers to access information, and reader seats needs to be considered carefully to enable the library to meet library users' needs.

Collections will be balanced to meet both the print and audiovisual needs and interests of the community and will be available in multiple languages—most notably English and Chinese. Audiovisual collections for all ages and in all languages will be shelved together to create a media hub in the branch.

Collections will be organized to most efficiently use the space available and to allow zones for children, teens and adults.

A design mission of the Ingleside Branch Library will be to display and promote library materials to increase the public's awareness of the library's resources and to help market its services to the community.

C.   Flexibility and expandability

Over the next several decades, as has been the case in the past, the San Francisco Public Library will experience evolution in collections, services and user needs. Building flexibility should be a guiding design principle in order to accommodate current practices, emerging trends, and as yet unknown developments in library service. The interior layout should remain as adaptable as possible since service needs and collection formats change.

The projected size of the new Ingleside Branch Library, at 6,092 square feet, is in keeping with San Francisco Public Library system-wide branch facilities and service planning, and the limited population growth projected for the urban neighborhoods of the City. Consequently, the Ingleside Branch Library facility, at the projected size, should serve the community for the foreseeable future and is not expected to be expanded. However, sufficient land is owned by the City to provide an additional xxx square foot expansion if deemed necessary at some future point.

Technology is integral to today's libraries, so the building's infrastructure must support current and future use of computing devices throughout—fixed and hand-held. Both hard-wired and wireless capacity should be sufficient to support growing technology demands and developments.

When planning the electronic and mechanical infrastructure of the building, consider the use of raised flooring and other distribution strategies for flexible rearrangement of services and spaces. Power grid in section should be utilized to provide the power and communications flexibility required for adjustments to the library's internal layout.

To assist library users to quickly and easily identify where to go for assistance, to maximize space for the public, and to free staff to assist users, there will be one central service desk zoned for multiple functions.

The building systems within the library will greatly influence the long-term flexibility. Lighting fixtures, air ducts and registers, electrical power, and communication linkages for computers should be carefully located throughout the library to permit alternative layouts in the future.

The design and construction of the building should include principles of energy efficiency, and should be ecologically sound.

The building design should be open and modular, using load-bearing columns rather than load-bearing walls as much as possible. Interior walls should be kept to a minimum, allowing for reconfiguration of spaces in the future.

Floor loading should allow for 150 pounds per square foot throughout, so that library book stacks can be located anywhere in the building, as necessary.

Avoid the use of rounded walls, as they restrict the flexibility of furniture and shelf placement.

D.   Staff efficiency

Library budget limitations restrict the number of staff who will be available in the Ingleside Branch Library, so the branch must be designed to operate effectively with limited staff. Operating effectively means being able to offer a service-oriented program in which the building does not create unnecessary, time-consuming tasks for staff.

Good visibility not only gives staff the power of facility supervision, and the public a feeling of security, but it can also make it easier for the public to understand the layout of the building and the location of materials. Good visibility makes it easy to give directions because most sections are visible from any point.

It is important that most, if not all, areas of the branch be visible from the service desk.

Streamlining materials handling through the use of presorting returns by library users, Express Checkout equipment, and other technologies will provide library users with faster service and more privacy as well as enabling staff to provide more direct public service and reduce repetitive stress injuries.

Staff needs adequate workspace in non-public areas to operate comfortably and efficiently.

Ergonomic considerations should be incorporated throughout the planning process with particular attention given to the design of staff work areas and the selection of adjustable furniture and equipment.

Adequate storage for library and other building supplies and equipment is essential for maintaining an attractive and uncluttered branch appearance.

The locations for interior trash and recycling containers need to be specified in the branch design plans. The containers should be large, well marked, easy to empty and consistent with the interior design of the branch.

E.   Energy efficiency

The design team must work with library staff to plan a building that will create a comfortable working environment for the public and staff alike, but which will consume as little energy as possible and will meet the provisions of Title 24, California's Energy Conservation code.

The building design should make optimal use of windows, mechanical and electrical systems, ventilation and lighting to take full advantage of natural environmental conditions and to reduce reliance on manmade power-driven systems. When selecting building systems, careful consideration should be given to "Life-cycle Costs" as well as initial costs in order to make energy-wise management decisions.

The new branch library should take full advantage of daylight for natural lighting during daytime hours.

Consider energy efficiency in the selection of lighting, windows, HVAC and other building systems.

Insulation of floors, walls and ceilings should equal or exceed that required by code to minimize the cost of heating and cooling the building.

Where possible, provide windows that open to allow natural ventilation and cooling.

Install light sensors in offices and sporadically used spaces.

Optimize the building envelope for balance of heat and light to achieve comfort and efficiency requirements, and use all available strategies to reduce the total amount of cooling and lighting demand.

Plan the building envelope to be in balance with daily and seasonal environmental conditions— temperature, humidity and sunlight.

Calculate the orientation of the building and the placement of windows, doors and other exterior building and site features to take full advantage of day-lighting and weather patterns, as well as security concerns. Carefully designed solar techniques can both reduce the demand for artificial lighting and the load on mechanical heating and cooling systems.

Select building skin, glazing and insulation materials and techniques to enhance R-value efficiency.

Design windows and other building envelope openings to permit natural ventilation as an effective means of reducing the use of power driven systems to provide a comfortable and healthful interior environment. Security issues for protection of the collection must be kept in mind when designing openings in the building envelope.

Library and City/County staff responsible for maintaining the building must be involved in reviewing the specified equipment with the architect's mechanical consultant in the initial design phases.

F.   Fenestration

Where possible, provide windows that open to allow natural ventilation and cooling.

Operable windows should have secure locking devices, have insect screening, and be as vandal resistant as possible. The building security system will need to be planned so that operable windows must be closed in order for the system to be activated.

The library should maximize the use of natural light without exposing library materials and computers to direct sunlight. Windows should be made of vandal-resistant, double-glazed (meet Title 24 energy standards), glare control glass. Tempered safety and fire-rated glazing should be specified where needed.

Window treatments, easily operable by library staff, but not by library users, should be provided to reduce glare, unwanted heat gain and sunlight. In the Program Room window blinds will need to easily darken the room sufficiently for media presentations.

G.   Space finishes

All interior building finishes should be highly durable and simple to repair/replace with locally/regionally available materials and supplies. Consider giving preference to building materials that have a favorable Life Cycle Assessment (LCA) rating, including materials made of post-consumer or post-industrial recycled materials, renewable materials, materials made of certified wood or other materials that are considered sustainable. Avoid surfaces that require special cleaning routines—waxing, polishing, stripping, etc. Select surfaces that are able to withstand repeated washing and which are vandal resistant. All painted surfaces should be covered in high-quality, standard paint that does not require frequent repainting.

In all areas that will include the regular use of book trucks, install corner and wall bumper guards to preserve wall finishes.

Floor coverings should serve multiple purposes. They should be attractive and should provide acoustic buffering, while also being safe and easy to clean and maintain. In most public and staff areas the preferred flooring system is carpeting. In areas where carpeting is used, commercial grade, cushion-back carpet tiles, with anti-static and anti-microbial qualities are preferred. Carpeting must be highly durable with a minimum life expectancy of fifteen years, and should have a low, narrow loop for ease of maintenance. At the discretion of the interior designer, a variety of floor covering colors and patterns can be used effectively to define the areas of the building, add design interest, and improve wayfinding.

In entryways, hard flooring with a non-slip surface is required. Include recessed walk-off mats with an area drain underneath. Hard flooring (stone, tile, vinyl, rubber, etc.) is also needed in all restrooms, kitchens in the Program Room and Homework Center and the Staff Room, all storage and equipment rooms and at entrances.

Coordination of the flooring with the under floor access system needs careful consideration and planning to insure proper under floor access while insuring an aesthetically pleasing appearance of the flooring overall.

Highly resilient flooring is needed on the staff side of the Service Desk, to ease potential staff discomfort from long hours of standing.

Before specifying any/all floor coverings, it is recommended that maintenance staff be consulted for their experience and input to insure that library program standards are met.

Overall, the building must require simple, low maintenance, inside and out. Windows should be easily reached for washing, all surfaces must stand up to repeated cleaning, all light fixtures must allow for lamp replacement without unusual equipment, and all specified materials and products must be widely available at reasonable cost.

As per the *San Francisco Public Library Branch Facilities Plan[2]*, standardization of shelving and furniture throughout the library system is desirable to increase flexibility and utility; however, finishes may differ from branch to branch. Incorporating any existing high quality furnishings is encouraged.

Finishes on tables and chairs should be durable and vandal resistant. Tabletops should be replaceable or able to be refinished. If upholstery is used on chairs, it must be easily cleaned and able to stand up to repeated cleaning.

Lounge seats must provide excellent comfort. Upholstery on the lounge chairs must be extremely durable, and impervious to stains and odors. It must resist dirt/grime, be easily cleaned and able to stand up to repeated cleaning.

Furnishing styles and colors should be in keeping with the interior design package for the library. Wire management must be included at the table to manage cables and cords safely and attractively.

Shelving with an epoxy powder finish is preferred over enamel coatings.

H.   Access for the Disabled

The Ingleside Branch Library should not only meet all requirements of the Americans with Disabilities Act (ADA), but should also meet the spirit of the law. Modifications and accommodations should be offered that would yield access for library users and staff with disabilities just as anyone would want/expect for him or herself. People who are either permanently or temporarily disabled will need these accommodations.

The library should be designed to maximize accessibility for all library users to the facility and library services. The building must meet or exceed the guidelines set forth in the Americans with Disabilities Act (ADA). The designers should consider these guidelines broadly with the understanding that many people with disabilities or with physical limitations, who do not consider themselves disabled, will use the library.

Thresholds through the buildings should be flush to allow for the easy movement of wheelchairs, strollers and book trucks.

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[2] The *San Francisco Public Library Branch Facilities Plan* is included as Appendix I.

Special care should be given to the design of restroom facilities so that individuals with disabilities can enter and use the facilities without assistance. The most common complaint heard from library users with disabilities is the difficulty of opening the exterior door to restrooms—consider an electric opener that can be activated from outside the main restroom door or an "airport type" restroom entry, and design the interior to provide privacy for people inside the restroom.

I.   Acoustics

The maintenance of appropriate noise levels and acoustical separation between the various parts of the library is essential. Use all available architectural and design techniques to achieve this goal so that adults, youth and children may use the facility simultaneously without disturbing each other. The lack of adequate acoustical separation is apparent in the current leased facility and was noted by the public as a service concern.

Consider the acoustical impact when specifying and locating new mechanical systems, lighting and plumbing fixtures for the building. Mechanical rooms and ductwork should be well insulated and acoustically baffled, if necessary.

A wide range of activities, from quiet study to children's programming, will need to be accommodated in the new Ingleside Branch Library. The design team must use all techniques available to provide effective acoustical separation between the various areas of the library so that all age groups and types of users can use the library without disturbing one another. The thoughtful layout and zoning of spaces and systems, and careful adherence to adjacency requirements will assist with acoustical management.

Throughout the building employ building materials, ceiling heights, building finishes and furnishings, etc. to assist in sound control.

J.   Environmental conditions (HVAC)

HVAC systems in libraries have two functions—to provide a comfortable air environment for library users and staff, and to protect library materials from deterioration. The goal of HVAC systems is to provide adequate fresh air, to filter the air of contaminants, to establish and maintain comfortable building temperature and humidity levels that also preserve library materials, and to accomplish all of these tasks with an energy efficient, easily maintained, and affordable system.

The system should allow for zoning according to space use, room orientation and hours of operation. The telecommunications room needs to be provided with air-conditioning and backup mechanical ventilation units. Areas with a concentration of computing equipment and/or high levels of occupancy need to be planned to be comfortable for users and supportive of equipment operating requirements.

Mechanical systems must be located and treated to mitigate acoustical impact on the surrounding environment. Avoid locating mechanical equipment, ductwork or connections over shelving areas.

Guidelines for temperature and humidity in libraries vary somewhat, and are influenced by the type of materials being housed. However, for general library collections and user seating a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH is considered comfortable and effective. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Insure indoor air quality by meeting all current industry air quality standards and through excellent venting of areas in which airborne particles and odors are generated—e.g. photocopy centers, restrooms, kitchens, etc.

When selecting an HVAC system, specify equipment with the highest energy efficiency ratings appropriate to the system, and ensure that replacement parts are available from local/regional suppliers.

All planned mechanical systems must be reviewed early in the process by Library Operations staff and engineers.

K.   Illumination

Excellent lighting, both natural and artificial, is critical to the success of the branch Library.

Day-lighting—Natural sunlight, properly filtered, is the most appealing and comfortable lighting when available. Building orientation and fenestration should take full advantage of this source of free light and energy through windows, skylights and/or clerestories designed with appropriate exterior protection to reduce glare and overheating. Easily operable interior shades or blinds will be required to control the penetration of direct sunlight and glare—especially in east and west facing windows. In the Program Room and Homework Center it will be important to provide darkening shades for media presentations.

Operable windows in staff areas and in general library areas, where environmentally appropriate, are preferred. Operable windows must be secured easily by controls available only to library staff.

Artificial Lighting—An efficient system of artificial lighting is required to provide visual comfort for branch users and cost effective use of electric energy in the building. Low glare light is important in the library where users are reading print or electronic information. Recommended relative brightness for good visual comfort should be a ratio of 10:3:1, meaning that if the reading task is taken as 100%, the brightness of the immediate surrounding area should be 30% of that level, and the brightness of the general surround should be 10% of that level (Energy Management Strategies in Public Libraries by Edward Dean).

While task lighting can be employed if necessary, special care must be given to wire management and to lamps and shades so that they cannot be easily removed by visitors.

Lighting Levels—Based on recommendations from the Illuminating Engineering Society (IES), the following lighting levels provide optimal illumination levels for public library spaces.

Book Stacks: 6 foot-candles minimum at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio

across the book stack face. Overhead lighting over book stacks should be placed perpendicular to the stacks to provide light from both sides of a user standing in the aisle, and to provide more flexibility for any future reconfiguration of stack areas.

<u>Public Reading & Computing Areas</u>:   A variety of lighting will be needed to meet the needs of the Ingleside Branch Library. In public access computer areas, provide 20-30 foot-candles of lighting. In general reading areas provide 30-40 foot-candles augmented by task lighting where appropriate.

<u>Meeting Rooms</u>: Provide 30-40 foot-candles with all lights on, including the separately controlled lighting for the front of the room. Lighting in these spaces should be dimmable to produce approximately 2 foot-candles for note taking during AV presentations. Note taking lights should not spill into the projection screen.

<u>Public Service Desks</u>: Provide 20-40 foot-candles average, measured horizontally at the work surface and carefully planned to avoid computer screen glare.

<u>Staff Work Areas</u>: 20-40 foot-candles average, measured horizontally at the work surface and carefully planned to avoid computer screen glare.

Lighting Sources (Lamps)—Due to overall performance and efficiency, general lighting should be provided by fluorescent fixtures. T8 lamps should be selected in warm, medium or cool color, with a color-rendering index of 84 or more. The newer T5 lamps can be used in some areas to promote energy efficiency, but they are not currently available in a wide variety of fixtures, and cost per lamp is higher than T8 lamps.

Electronic ballasts should be used for reliability and energy savings. For ballasts within fifteen feet of a daylight source specify continuously dimming electronic ballasts—circuit these fixtures separately from fixtures not within the daylighting zone.

Lighting fixtures should be full spectrum and need to effectively control glare. Indirect lighting, supplemented by direct lighting in task spaces, is preferred throughout the building. When task lights are used, the fixture should not allow for easy removal of the lamp by library users.

All light fixtures, lamps and ballasts should be selected from major manufacturers with a ready supply of replacements available in the area.

All fixtures and lamps should be able to be cleaned or replaced with either no equipment or a standard height ladder. Do not include ceiling mounted fixtures in inaccessible areas of the building.

Lighting Controls—All lights in the branch library, including task lighting, should be controlled from a central light panel with a programmable timer system that is flexible, allows for separate circuits of fixtures in daylight zones (15 feet from a daylight source) and can be manually overridden. The control panel for this system should be inaccessible to the public, and located so as to be convenient to staff entering or leaving the building.   Public restrooms should be on a separate circuit, so that library users are not inadvertently left in darkened restrooms when library lights are turned out at closing time.

Control panels must be clearly and permanently marked, identifying the area controlled by each switch or breaker. Light switches in public areas should be kept to a minimum and conveniently and intuitively located. In areas that are not in continuous use, such as offices, restrooms and meeting rooms, consider the use of occupancy sensors to reduce energy use.

Exit and Emergency Lighting—An emergency and exit lighting system is required as part of the lighting plan.   All exit signs should use LED (Light Emitting Diode) lamps.

Meet all existing local and state codes for emergency/exit lighting. Emergency lighting powered by rechargeable batteries must be installed in both public and staff areas. The exit/emergency warning system should include lights for the deaf. Based on lessons learned during the 2001 attacks on the World Trade Center and the Pentagon, install some emergency/exit lights near floor level in case of emergency situations where smoke can obscure higher lights. Emergency lighting should last at least one hour to direct occupants to exits. Emergency lighting must be able to be tested without triggering security/fire alarms.

L.   Power and data communication requirements

The building must include a highly flexible, universal electrical and telecommunications distribution system to support the present and future wiring and cabling needs of the branch library. Over-design cabling capacity to accommodate approximately twice the number of computer workstations and peripheral devices called for in this building program. Electrical closets, conduits and cable trays should be sized to house wiring and cabling needs for all building systems.

Keep cabling runs as straight as possible, and locate distribution point(s) so that horizontal cable runs do not exceed 300 feet. Plan for both hard-wired and wireless capability, so that ceiling areas throughout the building allow for power and data cabling to install wireless transmitter stations.   Library users and staff need the capability of "plugging-in" personal computing devices throughout the building, via a combination of wireless technology and hardwired power/data electrical outlets.

Both staff and the public are likely to use hand-held wireless devices in the library, so back-of-house areas should include a generous number of electrical outlets to support recharging of equipment batteries. Consider the implications of wireless technology as it continues to evolve in functionality.

Flexibility will be needed in order to reconfigure the placement of electronic equipment, so raised flooring (such as Walker Duct™, Flexspace Cablefoor™ or equivalent) or other highly flexible distribution systems should be considered. To control costs, these systems can be used in portions of the building where relocation of equipment and furnishings is most likely—seating areas, public service points, staff workspace, etc. Whatever system of conduit or cable trays is used, it is critical that it be easily accessible for repairs and expansion.

To avoid electrical interference and malfunctions of sensitive equipment, it is important that power-conditioning equipment and proper grounding be installed to ensure "clean" power to operate computers and library security equipment throughout the building.

Outlets should be color-coded for voice, data and other systems. In the case of floor outlets it is critical that the electrical design grid be compared to furniture layouts when they become available, and adjusted accordingly to avoid electrical cords that do not connect under furniture as expected. These cords are unsightly and can present trip hazards.

Because cutting-edge technology changes rapidly, consider bidding the building's cabling system separately from the building construction, timed so that the cabling system is specified approximately 12-18 months prior to building completion.

Public computer workstations will be distributed throughout the branch and a cluster will be near the service desk to enable staff to easily assist and instruct users.

Tables should be supplied with data and electrical, with wire management integrated into the furniture design.

Provide cable TV access to the library with outlets in the Children's Area, the Program Room and Homework Center and the Staff Room.

Data, electrical and voice should be provided to each of the workstations at the Service Desk, in the Branch Manager's office, and at each staff workstation in the workroom. Each computer workstation for staff or public should have as a minimum one quad electrical outlet, and one data conduit with Category 5 cables for two data terminations and one voice termination.

Cabling should be extensive and as flexible as possible to enable the library to respond to future needs. Provide ample electrical outlets and conduits with Category 5 wiring throughout the building. Use Category 5 wiring for voice as well as data. All electrical and data outlets must be flush mounted for hazard reduction and flexibility. Provide protective cover plates for live electrical and data outlets.

The City of San Francisco has specific requirements for the size and accessibility of the Telecommunications Room. Design of this space must be coordinated with Library Department Engineers.

The architect and the Design Team will meet all the City telecommunication specifications and requirements. Plans must be reviewed early in the process by the San Francisco Department of Telecommunications and Information Services (DTIS) and the Library Automation staff.

Computer workstations for the public
Electronic, computer-based resources are a basic and integral part of today's library services. The San Francisco Public Library continues to expand the number and variety of databases and reference tools available online. Internet access is available to both public and staff through computer workstations.

All public computer workstations should permit the use of fixed and/or portable computing devices. Fixed equipment wires and cables should fit neatly into channels for concealed wire management, but should not require workstations to be disassembled for changes/repairs. Workstation panels with generous hollow cores are preferred over conduit style wire management so that wires can run both vertically and horizontally. No wires should be dangling, dragging or exposed. Outlets, to include voice and data, should be located at convenient heights with clear

access. Workstations must be generously sized to provide a work surface sufficient for the simultaneous use of books, papers and computing equipment, sometimes to include peripheral devices.

Public computers should include the availability of specialized keyboards and software at some workstations, to accommodate users who speak/write in languages other than English and who use a variety of alphabets/characters.

Workstations should be oriented to avoid screen glare and should be within general lines of sight of the branch staff, while still providing the user with some degree of privacy.

At least one public computer station must be equipped to accommodate users with a variety of disabilities, including wheelchair access, computer voice assistance technology, etc. Planners should consult the *Telecommunications Act Accessibility Guidelines* and local San Francisco code requirements for computer workstation specifics.

Equal access guidelines include, but may not be limited to the following features:
- Keyboards with large print key labels, Braille labels or home-row key indicators
- Large monitors and screen enlargement software
- Speech screen output and headphones with volume adjustment
- Mouse alternatives such as trackballs, keyboard control of the mouse or other pointing devices
- Keyboard guards to assist users with impairments that limit fine motor control
- Wrist rests
- Software to modify keyboard response such as repeat rate and keystroke delay
- Availability of alternative keyboards such as mini-keyboards or extended keyboards for users with mobility impairments
- Alternatives to keyboard such as a head pointing system, switch based interface or voice dictation software
- Word prediction software to reduce the number of keystrokes needed for text entry
- One-handed keyboards or "keyboard layout" software
- Audio warning signals made available visually

Provide electrical and data wiring and cabling in the Program Room to support online interactive conferencing, cable TV reception, demonstrations and instruction. Provide ceiling mounted video projection and sound reinforcement.

Individual workstations are required in all public spaces in the building to support whatever electronic devices may be needed. There will be some networked printers available in the public areas as well.

Because planning for technology involves so many unknowns, the program includes space for generic workstations that can accommodate any variation on type of program use. These workstations will either be units for people to stand to use, or units that people can sit down to use.

Each unit must meet or exceed ADA guidelines, include sufficient clear horizontal work surface space for the user to take notes, operate a mouse and otherwise effectively operate the computer at the workstation.

The orientation of each unit must consider avoidance of screen glare, and must maintain a balance between visual surveillance from the circulation desk and information desk to deter vandalism of the computers, and a measure of privacy for the user.

M.   Security systems

Building design must promote the safety and security of library users, library staff, library resources and electronic/data systems. To this end, plan the Ingleside Branch Library to meet all local and state life-safety codes.

Safety and security measures include:
- The entire building protected by a building security system
- Safety in approaching and leaving the facility
- Lighting and other controls located so that staff can close down the library from a single point and exit safely
- A public address system
- Sight lines within the library so that all public areas are visible to staff
- The ability to monitor the use of restrooms
- Emergency telephones easily accessible to staff

General Safety Guidelines--Keep lines of sight open, with sufficient lighting throughout the building. Enhance visibility by locating the Service Desk to facilitate visual control of the branch library. In separate public spaces such as the Program Room and Homework Center, install interior glazing (relites), so that library staff can visually monitor activity there. Use safety glass wherever necessary and appropriate. Be sure that walking surfaces discourage slipping. Specify furnishings and casework without sharp corners—this is especially important in the Children's Area.

Design the building so as to discourage public access to staff and storage areas. All controlled access areas of the building must lock, and all potential points of entry, such as windows, vents, etc. must be protected against illegal entry.

Building Security Alarm—Provide an electronic security system for the building. The system must be simple to operate, with a control panel adjacent to the exit/entrance used by staff. Planning for the system must be coordinated with the electrical plans for the building.

To reduce opportunities for breaking and entering after hours, a night lighting system should be provided as well as glass breakage sound detectors and/or infrared motion detectors.

Fire Management—The building should include an integrated fire-management system. Libraries usually employ one of three broad categories of fire protection systems—wet pipe, dry pipe or preaction systems. Each system has pros and cons, and the decision of which is best for the Ingleside Branch Library should be discussed with the design team and local fire safety officials. A brief explanation of each system follows.

> Wet Pipe—systems contain water in the sprinkler pipes. It is perhaps the simplest of the systems, and though it used to cause concern over false alarms and water damage, in recent years it has been known to be highly reliable. In areas prone to subfreezing

weather and earthquakes, wet pipe systems should be thoroughly discussed with vendors and fire professionals before selecting a system. Wet pipe systems are relatively low in cost.

Dry Pipe—systems are not filled with water. They contain pressurized air or nitrogen that holds a valve in a closed position. If a fire occurs the heated air/gas escapes, the valve releases, and water then enters the pipes. Dry pipe systems may offer better protection against leaks, but they are more complex to control and maintain, and take up to 60 seconds longer to respond to a fire.

Preaction Sprinkler—systems are like dry pipe systems in that water is not kept in the pipes, but is held in check by an electrically controlled valve called a preaction valve. In order for water to be released, the valve must operate and sprinkler heads must fuse, providing increased protection against accidental sprinkling.

Library Materials Security System—The branch library must be equipped with a 3M™ type or equivalent library materials security system that is compatible with Express Checkout equipment and which does not require staff to bypass the security sensor with items as they are checked out. It is important to incorporate this system into the interior design and/or architecture of the facility in order to minimize the intrusiveness on public users.

Preference should be given to Radio-Frequency Identification (RFID) capable systems, and the security area should be wired and cabled accordingly, to accommodate such a system.

The system should have theft security portals that library users must pass through when exiting the Library. These portals should not have any sort of arm or barrier across them.

It will be important to coordinate planning for the security system with the vendor's technical staff during the design phase in order to assure proper placement, wiring and avoidance of electrical interference with computers or other electronic equipment. Care must be taken not to locate anything metallic or magnetic close to the book theft detection system. If metal studs are used in the building, wood studs should be used in the immediate vicinity of the book theft detection system. Computer terminals and any other equipment that emits an electro-magnetic signal should also be located away from the theft detection system.

Public Address System—Include a public address system in the branch library for staff announcements regarding closing, emergencies, paging, etc. The PA system should be able to be heard in all areas of the library including restrooms, storage rooms, loading docks, custodial spaces and staff offices/workrooms, but it must also have broadcast capability, allowing messages to be blocked from certain spaces, as needed (such as in the Program Room and Homework Center during programs).

Microphone input should be provided at the Service Desk and speakers should be located in all parts of the Library.

Exterior--The library must provide a safe environment for visitors and staff. The exterior must be well-lighted with clear and open paths of travel from the street and sidewalks to the public and staff entrances of the building.

The building design and landscaping must not obscure sight lines or create hiding places.

All pathways should be level or have gentle slopes and should be paved with non-slip materials. Avoid sprinkler system heads that spray onto pedestrian paths.

Consider strategic placement of security cameras on the exterior and interior of the building.

N.   Signs

Signs and graphics should be incorporated as an integral part of the building's design. Signage should be worked out with the layout of service areas so as to emphasize and reinforce to the public user the logical arrangement of functions and spaces within the interior. The building signage should enable the user to intuitively locate where they need/want to be without staff guidance. Good design should provide a facility that can be navigated by the average user without an abundance of signs. Intuitive navigation can be enhanced through interior design elements such as carpet pathways, furniture placement, etc.

A basic signage system will be needed to help visitors locate the services and materials they need and to meet life/safety codes in the building. Major directional and identification signs, such as signs used to identify the Service Desk, can be anticipated based on final design plans. However, it is very difficult to anticipate precisely what signs will be needed until the building is occupied. Therefore it is recommended that major, known signs be ordered prior to occupying the building, and that a supplemental sign order be placed after several months of building occupancy when needs are better understood.

Select a sign system that is coordinated with the interior design plan of the library. Signs should be easy to install and should be integrated with space planning as far as possible. Selection of signage materials and style must conform to the Branch Library Signage Program. The development of a uniform, flexible, easily updated signage system including end panel signs for the branch is a high priority. Planning for the signage system should begin early in the design process.

Because the Ingleside Branch Library will serve a diverse clientele, consider how best to use multiple languages in the signage package. While it will likely be impractical and "busy" to include multiple languages on all signs, it will be important to consider key, welcoming signs in multiple languages.

The joint venture of Kwan Henmi/Marie Fisher has developed interior signage standards[3] for the Branch Library Improvement Program. Architects should refer to these standards when considering signage.

To meet ADA requirements for signs, employ the following guidelines:
- Signs must have a width-to-height ratio between 3:5 and 1:1 for letters and numbers.
- Letters and numbers are required to have a stroke width-to-height ratio between 1:5 and 1:10

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[3] The *San Francisco Public Library Branch Improvement Program Interior Design Standards* are included as Appendix J.

- Overhead signs must be placed a minimum of 89" above the floor and must have letters and numbers at least 3" high
- Permanent signs for rooms and spaces that are installed on a wall next to a door must be mounted on the latch side of the door, 60" above the floor to the center line of the signs. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.
- If pictograms are used, the verbal equivalent must be placed directly below the symbol
- Sign characters must contrast light-dark or dark-light with the sign background

To fully encompass ADA requirements, architects must work with the Mayor's Office on Disability to ensure compliance. This includes the incorporation of talking signs into the building as appropriate.

An exterior sign with the name of the Ingleside Branch Library will act as a "signature" and needs to be located prominently on the exterior of the building on Ocean Avenue. It should be in keeping with the building's design and clearly visible to vehicles and pedestrians, both at night and during the day.

At all public entrances provide an OPEN/CLOSED sign that is easily visible from the street.

O.   Audio-visual systems

A public address system is an essential part of the library's communication equipment. It will be used to provide a channel for emergency messages or announcements and for clearing the building of users at the close of the day.

The public address system must be able to be heard in every part of the library including rest rooms, storage rooms, custodial work space, staff work areas, and the Branch Manager's Office. It must also have selective broadcast capability, to allow messages to be blocked from certain spaces, as needed, such as in the Program Room and Homework Center during programs.

Microphone input should be provided at the circulation desk, and speakers should be located in all parts of the library.

The branch library's Program Room and Homework Center will require a ceiling mounted video/data projection system with console to support video programming and interactive demonstrations of online resources. A wall or ceiling-mounted pull-down screen will be needed to support the projection system.

Refer to the *San Francisco Public Library Branch Library Improvement Program Audiovisual Guidelines*[4]

Provide cable TV access to the library with outlets in the Children's Area, the Program Room and Homework Center and the Staff Room.

A wall-mounted white board will be needed in the Program Room and Homework Center.

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[4] The *San Francisco Public Library Branch Library Improvement Program Audiovisual Guidelines* are included as Appendix K.

P.   Visual supervision

Good visibility not only gives staff the power of facility supervision, and the public a feeling of security, but it can also make it easier for the public to understand the layout of the building and the location of materials. Directions are easy to give because most sections are visible from any point.

It is important that most, if not all, areas of the branch be visible from the Service Desk.

Sight lines within the library should be designed so that all public areas are visible to staff either directly or through technology when layout alone is not adequate.

Consider the use of glass panels strategically placed in walls or doors to provide visual access to areas that would otherwise be hidden from view.

Q.   Public Entrance

The location of the library's public entrance should be obvious to visitors, with clear paths leading intuitively to the main doors. Visitors should be able to reach an entrance easily without having to climb steps if they are unable or unwilling to do so. Entry doors should provide easy access to everyone, regardless of physical ability.

Orientation of the entrance should take weather patterns into consideration to avoid wind tunnels and undue exposure to the elements. Ideally, visitors should glimpse interesting views of library activity through front facing windows as they approach the entrance—drawing them into the building.

R.   Service and Staff Entrance

It will be important to designate a door for branch staff and service personnel entry at a location that is convenient to staff work or lounge areas and to delivery parking spaces. The entrance location should be covered to provide protection from weather, and both the entrance and paths to/from it must be well-lighted and highly visible for safety reasons. There should be an exterior camera and buzzer at the door so that delivery personnel can notify library staff when they need entry. Control pads for lights and the building security system should be easily accessible near the interior side of the staff entrance door, but in a staff area or hidden from public view.

S.   Parking and Vehicle Access

Like many urban areas, San Francisco is a "Transit First" city dedicated to developing a transportation infrastructure that is based on mass transit options that meet the needs of its residents and visitors, is environmentally friendly, and conducive to urban sustainability. Public parking is not a requirement of City spaces or buildings providing public service. The current facility does not have dedicated parking and the new site will not include off street parking. However, the Library remains committed to ease of accessibility for the Ingleside Branch Library. Street parking will be available on Ocean Avenue and side streets adjacent to the new branch library site.

The Ingleside Branch Library is well served by mass transit, the branch library is easily accessible to pedestrians and bicyclists, and there is abundant on-street parking nearby. The branch library will be located within the Ocean Avenue neighborhood commercial district, the heart of the neighborhood and a short walk from the Balboa BART (Bay Area Rapid Transit) Station. Ocean Avenue is designated as an official city bike route. For pedestrians, the branch library is surrounded by sidewalks, and there are curb cuts on all corners near the branch library to facilitate handicapped access to the branch. The Ingleside Branch Library has excellent mass transit options, with 9 transit stops within ¼ mile of the branch. Six different transit lines bring people to the Ingleside neighborhood. The K street car line runs above ground directly along Ocean Avenue, stopping within ½ block of the branch. There is a handicapped K stop 1 block away. The nearby Phelan Loop transit hub brings 4 bus lines within ¼ mile of the branch library, and the 29 bus line stops in front of the branch library.

Bicycles—Because automobile parking is extremely limited, sufficient bicycle parking will be especially important. Provide bicycle parking equipment to meet local code requirements. This parking should be highly visible on the exterior of the library, and must also be visible from points inside the library. Refer to specific code requirements of the City and County of San Francisco regarding provision of bicycle parking for employees.

T.   Landscaping and Exterior Water and Power

Environmentally sound landscaping should be planned and installed to enhance the appeal and functionality of the branch. Plants should be drought resistant and should be used to provide both open and shaded areas to enhance the building design. Landscaping should be simple to maintain, with an automatic underground watering system. Library windows should have pleasing views to colorful and interesting exterior landscaping.

Care must be taken that visibility is not obscured by landscaping, and that no "hiding-places" are created, leading to security issues—this requires planning for eventual plant maturity.

The ground and plantings must be sloped away from the building to ensure good drainage and building preservation.

Include weather and tamper proof water and power outlets on all sides of the building to facilitate maintenance and to support any outdoor activities sponsored by the library.

U.   Exterior Lighting

The main function of exterior lighting is to provide safety and security for library users, and to lead library users to the services they need. Exterior lights should be in keeping with the style of the architecture and the neighborhood and must be highly vandal resistant. Wiring must be concealed and protected and the lights should be controlled by photocells.

Circles or cones of light should overlap to avoid dark or shadowed areas. Lights should illuminate paths of travel to/from the building, all entrances and exits and the exterior return slots.

Fixtures should be selected so that replacement lamps are easily acquired at reasonable cost.

All exterior lights must comply with local code requirements.

V.   Maintenance and Upkeep

Highly durable, low maintenance exterior building finishes are essential. The external skin of the building should be washable and should not require frequent upkeep. Masonry, concrete or stucco is preferred over more maintenance intensive materials. Graffiti can be a persistent issue, so the exterior of the branch should include a graffiti resistant coating allowing for relatively easy removal if necessary.

All spaces in the library must be easily cleaned and as impervious as possible to abuse. Avoid finishes that require frequent painting, polishing, waxing or the necessity to treat any surface. Design the building so that exterior windows can be cleaned and interior lights can be changed using standard ladders and hand equipment, rather than scaffolding.

W.   Roofing

Libraries house valuable, shared community assets that are highly vulnerable to roof leaks. When funds are not readily available for roof repairs, libraries can struggle for years with persistent, destructive roof leaks. Therefore it is imperative that an excellent roof system be installed at the time of construction.

The roofing system must have sufficient slope and pitch to facilitate efficient runoff, and runoff must be diverted away from walking, seating, and congregating areas of the facility.   For "flat" roof areas, use a light-colored roofing membrane or provide the membrane with a white reflective coating. The roof should use lightweight, versatile and easily installed materials and must have a life cycle of at least 20 years.

The roofing system must be easy to maintain and repair. If possible, avoid the placement of mechanical system components on the roof. If this is required, the components should be attractively shielded from street level view and maintenance access to the systems must be planned to avoid damage to the roofing system.

X.   Refuse and Recycling

Locate an area for a trash dumpster and large-scale recycling bins near the delivery/staff entrance of the building. This space should be enclosed and lockable. Take care that it is not placed so that someone can climb onto the dumpster or enclosure and gain access to the roof. Placement should not impact the aesthetics of the building.

Easy access to the trash enclosure will be required for staff and also for refuse removal trucks.

Y.   Amenities

Art and Display—The branch library will need to have space for rotating displays of art and other materials of interest to the community. These should be located along the main paths of travel for maximum enjoyment and exposure. Permanent art pieces selected for the branch library should not take up an undue amount of floor space that might be dedicated to other library activities, and should not block paths of travel. All public art must meet functional requirements and needs under the direction of the San Francisco Arts Commission.

Clocks—Include wall-mounted clocks in all major public areas, in staff workspace and in the Program Room and Homework Center. A low maintenance, centrally controlled, electronic analog clock system is highly desirable, and if employed will need to be coordinated with the electrical plans for the building.

Drinking Fountains—Install a bi-level, ADA compliant public drinking fountain outside of library security, adjacent to the public restrooms and available to people using the Program Room and Homework Center. This feature is likely to be very popular with young children.

Restrooms—Public restrooms must be easy to find and well-marked. Do not include single-occupancy restrooms.

Design restrooms to be highly durable, vandal resistant and easy to clean and maintain. Meet all ADA requirements and consider using an exterior restroom door that can be operated electronically or is designed on the doorless airport model for ease of wheelchair access.

Provide excellent acoustical separation of restrooms from other occupied areas of the building, and install high-quality industrial strength exhaust systems.

Restroom fixtures should be wall-mounted and cubicle partitions should be ceiling-mounted for ease of cleaning. Floor and wall coverings should be hard surface, such as tile, with the walls covered to a height of at least five feet. Floors should be sloped to a floor drain, and the restroom should include a locking hose bib.

Cubicle partitions should be highly durable (e.g. Duraflex™, stainless steel or equivalent). Toilets should be low-flush and sinks should have timed shut-off of water flow.

Restroom accessories should include the following:
- Electronic hand dryers (do not include paper towel dispensers)
- Waste receptacles should be recessed
- Each restroom, women's and men's, should include a baby changing station
- Soap dispensers must be tamper-resistant and wall-mounted over sinks to prevent soap and water drips on the floor
- Mirrors should be scratch and vandal resistant and mounted on a wall over a package shelf rather than behind the sinks for best use of space.

Telephones—An integrated telephone system is required, with handsets at all staff workstations, both public and back-of-house. Provide a phone jack in the Program Room and Homework Center, and include a "floating" handset to be plugged in as needed.

The telephone system must support conference calling and automated attendant functions.

Do not install a public pay phone.

Z.   Public Service Desk

The Ingleside Branch Library will have one Service Desk—a combination circulation and information desk. The Service Desk must be placed prominently and logically so that library usrs can see and reach it easily and so that library staff can maintain visual contact with library user, and visual control of the building. Each staff position at the desk is allotted 60 square feet of space, which includes circulation space and basic furnishings and equipment for the staff member. All staff workstations at the public Service Desk must be planned and designed to meet ergonomic standards so as to support staff health and well-being. Refer to the *San Francisco Public Library Branch Improvement Program Interior Design Standards* for guidance.

The design of the Service Desk should discourage library users from moving to the staff side of the desk, but it must not be monolithic, because staff will need to be able to move quickly and easily from behind the desk to assist library user and to respond to materials security system alarms, so the design must include conveniently located openings.

The Service Desk will have three positions—one circulation position, one information/reference position, and one ADA compliant staff position that can service either circulation or information/reference requirements. Provide the circulation position with a tall, adjustable stool on casters so that the staff member can stand or sit while working as she/he prefers. Counter height for this position should be at standing height, approximately 36"-39". Circulation staff are on their feet for long hours, so it is very important that the flooring on the staff side of the desk be highly resilient and/or cushioned. If cushioned, the flooring must remain even with surrounding flooring.

The information/reference position at the service desk will be at sitting height, approximately 29".

The ADA position at the service desk should accommodate a staff member who is confined to a wheelchair. Ideally, the surface for this portion of the service desk should be height adjustable.

Design and equip the Service Desk as follows:
* Resilient flooring that allows task chairs/stools on casters to move easily
* Counter tops that are deep enough to accommodate a computer terminal and keyboard and other equipment, but not so deep as to be ergonomically unsound due to the need to reach too far across the desk for materials (approximately 29"-30");
* Counter tops constructed of durable, scratch resistant, easily cleaned material that can be replaced at a future date at reasonable cost;
* Concealed wire management for all equipment and a shield at the back of each computer workstation to conceal wiring;
* Toe space at the base of the desk on the customer side for comfort;
* Storage space, drawers, kneeholes, shelves, etc. on the staff side of the desk—design details to be decided in consultation with the library staff when the circulation desk is selected or designed; and
* ADA accessibility.

The branch library will provide two Express Checkout machines. Location of the machines must be prominent so that library users are naturally encouraged to use them.

AA.   Shelving

Shelving for the library's collections, unless noted otherwise, will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity throughout the open spaces of the building needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks. Epoxy powder finish is preferred over enamel coatings.

Shelving uprights will be standard heights of 84" (maximum of 6 shelves plus a base shelf), 66" (maximum of 4 shelves plus a base shelf), or 48" (maximum 2 shelves plus a base shelf). Any exceptions to these heights are noted in the program. All 48" and 66" shelf units should include canopy tops. All public area shelving should include stack end panels with label holders at each end, kick plates and top plates, with slatwall attached to stack ends. Any specialty shelving and/or shelving accessories must be integrated with the overall shelving system. Bookends or shelf dividers must accommodate various sizes of materials and must be able to slide easily and hold firmly. Shelves must have a rear edge backstop to prevent items from falling behind/between shelves.

Standard shelf depth will be 8" or 10" with 12" bases. Variations to this depth include reference shelving for adults and children at 12" depth, and picture books for children at 12" depth. Bases for these deeper shelves will show a corresponding increase in depth.

Refer to the *San Francisco Public Library Branch Improvement Program Interior Design Standards* for guidance.

The total amount of shelving programmed, as outlined in *Appendix B: Ingleside Branch Library Collections and Shelving,* is intended to house collection growth over the coming twenty years.

Main aisle widths in public spaces should be 60", with a minimum of 36" aisle widths between standard stack ranges. Any changes to code requirements enacted subsequent to this program and throughout the design phase must be met.

Stack ranges are two or more 3-foot shelving sections that have been ganged together. Ranges of a maximum of 5 sections each are preferred, with a transverse aisle break of 44" to separate ganged sections. Ranges should be laid-out in groupings that are logical to the first time user, so that a systematic stack range numbering system can be employed, to allow a logical flow in the collections. In general, wall-hung shelving is desirable only if arranged parallel to freestanding shelves.

When shelving specifications are developed, they should include the minimum steel gauge, all component dimensions, type of construction, color and finish of shelving, uprights and end panels, and type of bracing. Vendor bids should include an explanation of vendor responsibility for inspection of shipments, installation, shipping debris removal, guarantee parameters, and length of time price quotes remain valid.

For a description of all shelving types for the project, see *Appendix C: Ingleside Branch Library Programmed Shelving Types.*

BB. **Staff Workspaces**

The branch library will have one small, private office for the Branch Manager who requires space conducive to personnel management and public relations duties. All other back-of-house work will be accomplished in an open, office systems style shared workroom.

Each staff workstation must meet ergonomic standards and should include an ergonomically designed, adjustable task chair. The work surface should also be adjustable in height. Include task lighting and employ wire management/concealment strategies in the office module units.

Office systems modules in the shared workroom should be arranged to make efficient use of the overall space. Consider traffic patterns, noisy vs. quiet spaces, and anticipated usage patterns for shared spaces and equipment—shelving, work counters, printer, fax, etc.

III. SPATIAL RELATIONSHIPS

The relationship between zones and individual spaces in the library will have significant impact on building functionality, and will be key to a positive experience for both library users and library staff.

The library is meant to serve everyone in the community—children, teens, adults, seniors, families, students and groups of various sizes. It is a design goal that activities and services to meet the needs of all of these users can take place efficiently and simultaneously, without unduly impacting one another. In order to achieve this goal, designers must incorporate the adjacencies and lines of sight shown in the following chart of spatial relationships for the Ingleside Branch Library project.

In addition to the spatial relationship chart which follows, each space description in section VI of the building program will further explain spatial relationships at the following levels:

- Adjacencies: The function of these spaces is closely related and requires direct adjacency.

- Sight Lines: The function of these spaces calls for a visual connection/control and requires a clear line of sight.

- Proximate: The function of these spaces has a more distant relationship, but if the architect is able to do so, the design should ideally incorporate this relationship within proximate distance.

III. INGLESIDE BRANCH LIBRARY SPATIAL RELATIONSHIPS

1.3.1 Program Rm. Storage

1.4 Public Restroom

1.1 Public Entrance /Lobby

1.3 Program Room/ Homework Center

5.4 Staff/ Deliveries Entrance

5.1 Branch Mgr. Off.

1.2 Return Slots

3.1 Adult New & McN. Bks

3.7 A-V for Adults, Teens & children

6.2 Custodial Closet

5.2 Staff Work Rm., Sorting & Returns

2.1 Express Check

3.6 Magazines & Newspapers

5.3 Storage

3.10 Copy Cntr.

3.2 Reference Coll.

5.5 Staff Room

2.2 Service Desk

3.4 Nonfiction Books

5.6 Staff Restroom

6.1 Telecomm Rm

3.3 Public computers

4.3 Child. Circ. Books

3.8 Adult & Teem International Languages

6.3 Mech. Rm

3.5 Adult Fiction & Genre

4.0 Children's Area

4.2 Child. computers

3.9 Teen Area

4.4 Child. Picture Books

4.1 Child. New Bks. Mags.

Note: This chart illustrates the important relationships between spaces in the Library. It is not a floor plan or layout. The architects are responsible for developing floor plans or layouts that incorporate the required space adjacencies.

Ingleside Branch, SFPL
Spatial Relationships

Adjacency Diagram

Solid Lines= Direct Adjacency
Dashed Line= Line of Sight

Spaces not necessarily to scale

IV. INGLESIDE BRANCH LIBRARY SPACES SUMMARY

Space		Square Feet
1.1	Public Entrance/Lobby/ Community Information	42
1.2	Materials Return Slots	80
1.3	Program Room & Homework Center	382
1.3.1	Program Room Storage	83
1.4	Public Restrooms	in GSF
2.1	Express Checkout & Reserves	145
2.2	Service Desk	306
3.1	Adult New/McNaughton Books Browsing	37
3.2	Reference Collection	50
3.3	Computers for Adults & Teens	436
3.4	Nonfiction Circulating Books	535
3.5	Adult Fiction and Genre Books	149
3.6	Magazines & Newspapers	305
3.7	Audiovisual Media for Adults, Teens & Children	110
3.8	Adult & Teen International Languages Collection	144
3.9	Teen Area	226
3.10	Copy Center	74
4.1	Children's New Books, Display & Magazines	16
4.2	Computers for Children	140
4.3	Children's Circulating Books	313
4.4	Children's Picture Books & Board Books & Easy Readers	289
5.1	Branch Manager's Office	98
5.2	Staff Work Room, Sorting & Returns	434
5.3	Supplies & Equipment Storage	65
5.4	Staff/Deliveries Entrance	16
5.5	Staff Room	237
5.6	Staff Restroom	in GSF
6.1	Telecommunications Room	100
6.2	Custodial Closet & Supplies	61
6.3	Mechanical Room	in GSF
Total Assignable Square Feet:		**4,873**
Total GSF @ 80% net-to-gross:		**6,092**

V. INGLESIDE BRANCH LIBRARY SQUARE FOOTAGE CONVERSION FACTORS

Item	Conversion Factor
Shelving:	
Shelving, single-sided section, 3' wide	10.3 SF/section
Shelving, adult reference materials single-sided section, 3' wide	11.25 SF/section
Shelving, children's picture books single-sided section, 3' wide	11.25 SF/section
Volumes per Linear Foot:	
Books, adult new/McNaughton	7 volumes/Linear Foot
Books, adult, fiction	8 volumes/Linear Foot
Books, adult, nonfiction	10 volumes/Linear Foot
Books, adult reference	6 volumes/Linear Foot
Books, international languages	8 volumes/Linear Foot
Books, large print	8 volumes/Linear Foot
Books, paperback, on spinners inset into standard shelving	16 volumes/Linear Foot
Books, graphic novels	16 volumes/Linear Foot
Books, children's reference	8 volumes/Linear Foot
Books, children's new and display	7 volumes/Linear Foot
Books, children's fiction and nonfiction	13 volumes/Linear Foot
Books, children's picture & easy readers	20 volumes/Linear Foot
Books, children's international languages	15 volumes/Linear Foot
Videos	10 volumes/Linear Foot
DVDs, CDs, cassettes in A-V browse bins	30 volumes/Linear Foot
Adult audiobooks	10 volumes/Linear Foot
Children's audiobooks, A-V kits in clamshells	12 volumes/Linear Foot
Magazines, current display	1 title/Linear Foot
Newspapers, current display	1 title/Linear Foot
Reader Seating:	
@ 4-place table, rectangular	25 SF/seat
@ 4-place table, round	22.50 SF/seat
@ lounge chair	35 SF/seat
@ lounge chair, 2-place	45 SF/seat
Meeting Room Seating, stacking chairs	12.00 SF/seat
Meeting Room Seating, stacking chairs w/ tablet arms	14.00 SF/seat

Item	Conversion Factor
Equipment:	
Public access computer, sit-down, 1 seat	32 SF/workstation
Printer, networked	12 SF/scanner
Print release station	24 SF/station
Scanner, networked	12 SF/scanner
Photocopier	50 SF/copier
Self check-out station	45 SF/station
Staff office system wkstns, 6'x6' + circ 25%	45 SF/workstation

VI.   SPACE DESCRIPTIONS

Introduction

The following section contains a description of each functional space with the library. The *net assignable square footage* allocated to each space can be found at the upper right corner of each room sheet. The *functional activities* that will take place in each space are described in the text. Whenever appropriate, comments are included in the text that relate to *fenestration, space finishes, acoustics, environmental conditions, flexibility and expandability, illumination, power, data and AV communications, security, signage and visual supervision.* These requirements and recommendations are also described in this program's *Section II, General Requirements of the Library Building.*

Specific requirements regarding *occupancy, adjacencies (spatial relationships), types and sizes of collections* and a *listing of required furniture and equipment* are listed on each sheet. Note that items listed in the components charts often include several individual items, with an aggregate square footage allocation assigned. The preliminary master furniture and equipment list in *Appendix G* provides in more detail the elements included in these aggregated descriptions. Each part of the collection is detailed in *Appendix B, Collections and Shelving.* Seating is detailed in *Appendix D, Reader Seating.* Computers and other equipment are listed in *Appendix E, Computers and Other Public Equipment.* The square footage conversion factors for shelving, books and materials, furniture and equipment are included in *Section V. Ingleside Branch Library Conversion Factors*, pages 35 and 36.

Terms and phrases italicized above are the elements called out as required in the Final (Codified) Title 5 Library Bond Act Regulations, p. 70.

1.1   Public Entrance/Lobby/Community Information   42 sq. ft. assigned +
                                                                 GSF circ. space

Functional Space Summary: The Ingleside Branch Library needs a single public entrance and point of control. The entrance should be well lighted and welcoming, with automatic doors—sliding are preferred over swinging for ease of access by people of all ages and abilities. The lobby should be large enough to accommodate visitors who are entering and leaving the library's public access spaces. The lobby must be large enough to enable incoming visitors to orient themselves and to browse community information handouts and displays.

Two wall-mounted return slots for books and audiovisual materials are required. These should be located on the interior of the building, within or adjacent to the lobby, outside the security point and visible from the Service Desk, to allow library user to drop off materials as they enter the building. Two additional return slots need to be located in an exterior wall of the building, accessible even when the building is closed. All return slots need to empty directly into the sorting & returns area, which is located in the Staff Workroom.

The lobby floor should be a hard, non-slip surface with recessed walk-off mats/grates, including an area drain underneath, for dirt and debris removal from visitor's shoes before they enter the library proper.

One pair of material theft security gates (one incoming and one outgoing gate) is needed at the inner edge of the lobby space, adjacent to the Service Desk, with easy access for staff at that desk to meet and intercept visitors who may set off the alarm as they exit. These should be 3M™ type gates, without barrier arms or horizontal cross pieces.

The entrance should be as close as possible to the arrival point of pedestrians from the public sidewalk and bus stop.

People must be able to exit the library and lobby doors even when they are locked to prevent additional people from entering.

The lobby should act as an environmental buffer, minimizing potential drafts from frequently opened doors and glare from lobby windows.

A double door to allow simultaneous entrance and exit is required.

The lobby should be in line of sight from the Service Desk. If it is not clearly visible, an alternative method should be used to monitor the area.

The lobby may contain a bench for those waiting for transportation.

Distribution and posting of community information will be limited to the lobby area. This area should contain slat wall with various sizes of acrylic holders for posted and distribution items. Brochures, flyers and posters up to 11" x 17" can be accommodated in this manner. Built-in adjustable bins for distribution of larger items are also needed. There should be a minimum of 50 sq. ft. of slat wall with bins. A community bulletin board may also be needed.

Waste receptacles should be located outside the building. The entrance needs a covered area to protect visitors from inclement weather as they enter and exit.

Spatial Relationships and Visual Control: The main library entrance should be obvious to visitors arriving from the walkways and the bus stop. The Program Room/Homework Center should be accessible from the main library entrance. Additionally there needs to be a separate entrance specific to providing direct access to the Program Room/Homework Center, without passing into the library proper. Library visitors in the lobby should have convenient access to the materials return slot. As visitors enter the building, they should have sight lines to frequently used features—assistance at the Service Desk, and new books and displays.

To facilitate visual control of activity, library staff at the circulation service desk should have a clear line of sight to the entrance and lobby area.

If possible, the design should allow for a proximate relationship between the lobby and the library's copy center, as some users will visit the library specifically to use the photocopier.

Adjacencies:	1.2	Materials Returns Slots
Sight Lines To:	1.3	Program Room
	1.4	Public Restrooms
	2.2	Service Desk
	3.1	New Books & McNaughton
Proximate:	3.10	Copy Center
Occupancy:	public, 2-6 standing	

Access: Doors at the main entrance should be automatic sliding or similar type doors for easy opening by people of all ages and abilities. Access to public restrooms and the Program Room/Homework Center must be independent of the library's other spaces so that library security is not compromised after hours. The lobby area should be generous enough to allow up to 6 people to pass through, stop to visit with one another or browse displays/handouts.

Acoustics: Day-to-day activity in the lobby, such as conversations, materials being returned through return slots, etc. can be amplified by the hard flooring that is used here. Sound insulation should be employed to reduce transmission of noise from the lobby to the library proper.

Collections: A rotating collection of free handout fliers, newspapers, forms and brochures will be available here, shelved in display bins and on slatwall with hanging bins.

Fenestration and Daylighting: The lobby is a transitional area from outside to inside so it should provide the shelter of interior space and a daylight connection with the exterior. The lobby design should include fenestration in fixed glazing and in the entry doors. Expanses of glass in exterior walls should be planned with exposures and overhangs to control glare and heat gain. Some walls in the lobby should not include glazing, so that they can be used for wall-hung displays, announcements, etc. The interior wall between the lobby and the library proper should include generous glazing to facilitate sight lines from the Service Desk.

Finishes: High traffic volume will require unusually durable floor and wall finishes in the lobby area. The lobby floor should be a hard, non-slip surface with floor grates or mats for dirt and debris removal from visitor's shoes. Wall and floor finishes should not require special cleaning routines and finishes should be selected that can withstand repeated cleaning. All lobby finishes must be vandal resistant.

Flexibility and Expandability: The lobby will be used for handouts and displays and should have sufficient space to accommodate these activities. Wall surface space and finishes should allow flexibility for changing styles of free standing and wall-hung display units.

To allow for flexibility in displays and activities in the lobby, provide one standard duplex communications outlet (one voice and one data) co-located with associated power for any/all specialized equipment that may be used here.

HVAC: Due to frequent opening of doors, temperatures will fluctuate in the lobby. To promote energy efficiency, the HVAC system should be zoned to allow for appropriate variation of temperature and humidity in the lobby.

Lighting, Artificial: The entrance and lobby should be adequately lit for safety and security and to support viewing of handouts and notices—15-25 foot-candles average. Use accent lighting for art display areas and low-heat lights inside display cabinet.

Plumbing: If elevated walk-off grates are used, they should include a floor drain underneath the grates.

Seating: None, bench may be added in future

Security: Each lobby entrance/exit to the library proper should include a pair of materials theft security portals. These portals will sound an alarm if users pass through them before materials have been desensitized during checkout. The theft security system must be compatible with express checkout equipment and RFID technology.

Access to public restrooms and the Program Room/Homework Center must be independent of the library's other spaces so that library security is not compromised after hours.

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, an exterior sign with the name of the library will act as a "signature" and needs to be located prominently on the exterior of the building. It should be clearly visible to vehicles and pedestrians both at night and during the day.

All public entrances will require an OPEN/CLOSED sign that is easily visible from the street at all times of the day/night. An hours sign, which is easily manipulated/programmed by staff will be required at the main entrance and should be easily read from the street. From the interior of the library, fire and safety signage will be required at all exits and at restrooms.

Donor appreciation signs/plaques may be included here.

Refer to the *San Francisco Public Library Branch Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: The lobby will include theft security portals installed between the lobby and the library proper. Planning for the portals must be coordinated with the vendor's technical staff to assure proper placement, wiring and avoidance of electrical interference with computers or other electronic/magnetic equipment. Care must be taken not to locate any electro-magnetic materials or equipment close to the materials theft detection system. The exact required distance from metallic/magnetic materials should be confirmed with vendor technical staff during design.

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power for any/all specialized equipment that may be used here.

Provide tamper-proof, grounded duplex electrical outlets to meet general power needs.

Outlets can be wall-mounted 15" above the finished floor, or in recessed floor boxes.

The library's public address system should be audible here.

Components and Furnishings:

Public Entrance/Lobby/Community Information	Quantity	Item	SF/Item	Total SF
theft security gates	1.0	pair	24.00	24
display unit, w/ giveaway brochures & newspaper racks, at least 50 sq. ft. of slatwall above for hanging acrylic bins	1.0	display unit	18.00	18
bins, hanging, acrylic for slatwall, various sizes	20.0	bins	n.a.	n.a.
floor mats	TBD	0	0.00	0
water fountain, multiple height	1.0	set	n.a.	n.a.
display cabinet, locking, inset into wall	1.0	built-in cabinet	n.a.	n.a.
board, bulletin, wall-mounted	1.0	board	n.a.	n.a.
clock, wall, battery powered	1.0	clock	n.a.	n.a.
circulation space	1.0	space	in GSF	in GSF
total				42

1.2   Materials Return Slots/Bins   80 sq. ft.

Functional Space Summary: The Ingleside Branch Library needs two sets of return slots for library users to use to return the books and other items they have borrowed. The height of the slots must accommodate adults, children and individuals in wheelchairs.

One set of slots must be accessible to the public 24 hours per day, located at a highly visible point along the front-facing exterior of the building, under an overhang that will protect both the person using the slots and the materials being returned from adverse weather. This set of slots requires two separate slots, set horizontally into the exterior wall that encloses the sorting and returns area, located in the Staff Work Room.

The other set of slots should be located on the interior of the building, within or adjacent to the lobby, outside the security point and visible from the Service Desk, to allow library users to drop off materials as they enter the building.

All return slots must empty directly into the sorting & returns area, which is part of the staff workroom.

In both sets of return slots, one slot will be used for books, and one for audiovisual materials. This will provide automatic presorting of materials into these two categories, for increased efficiency in the return process.

Depressible book bins will be placed under the slanted opening of each return slot, to catch the returning material as it is received. A fire-rated enclosure will be required at the point of entry for the two exterior slots, to prevent vandalism and damage to the building.

Spatial Relationships and Visual Control: Materials return slots must be conveniently located so that library visitors can return materials either at a prominent exterior wall of the building or as they pass through the library lobby area. Both return slots must deposit within the sorting and returns area located in the Staff Work Room.

Staff at the Service Desk will want to maintain casual visual control over activity at the interior return slots.

Main paths of travel should allow library users to reach either the exterior or the interior return slots.

Adjacencies:	1.1	Public Entrance/Lobby/Community Information
	5.2	Staff Work Room, Sorting & Returns

Sight Lines To:	2.2	Service Desk

Proximate: Main paths of travel—exterior and interior

Occupancy: public, 0-2 standing

Access: Return slots must be conveniently located so that library visitors can easily find them either on a prominent exterior wall of the building or as they pass through the library lobby area. The height of the slots must accommodate adults, children and individuals in wheel chairs.

Acoustics: Materials dropping through return slots into sorting bins can be noisy and potentially distracting for staff and users. Sound insulation should be employed to reduce transmission of noise from the return slots/materials handling and sorting area to the library proper.

Collections: None

Fenestration and Daylighting: None

Finishes: Walls surrounding return slots require frequent cleaning due to constant use, so finishes around both exterior and interior slots should be durable, washable and easy to renew.

Flexibility and Expandability: The design should include sufficient space in the return slot walls to accommodate additional slots or updated models in the future.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: The exterior return slots should be well-lighted for the convenience and safety of library users.

Plumbing: N/A

Security: In order to prevent possible vandalism and damage to the building, a fire-rated enclosure will be required at the point of building entry for the exterior return slots.

Seating: None

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, each return slot should have signage that simply and clearly indicates what materials are to be returned here—i.e. Books/Media. In the case of the exterior slot, lighting will need to illuminate the signage. Signage at the return slots should include Grade 2 Braille.

Refer to the *San Francisco Public Library Branch Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: None

1.2   Materials Return Slots (continued)

Components and Furnishings:

Materials Return Slots/Bins	Quantity	Item	SF/Item	Total SF
return slots, exterior, lockable, set horizontally in exterior wall, to deposit inside building in fire-rated enclosure	2.0	slot	2.00	4
return slots, interior, set horizontally, to deposit in staff work area	2.0	slot	2.00	4
bin, return, depressible, on casters, to be placed under each return slot	4.0	bin	12.00	48
bin, return, depressible, on casters, extra to be moved into place as needed	2.0	bin	12.00	24
total				80

1.3   Program Room & Homework Center   382 sq. ft.

Functional Space Summary: Ingleside will have a Program Room, which will function as a multipurpose space for library and community programs. It will be used for adult and children's programs, homework assistance, tutoring, studying, community meetings, computer and other training, and art displays. This building program recommends that the space available for the Program Room, including kitchenette, be 382 square feet.

The Program Room will serve a variety of purposes.

Homework Center:
- The joint-use project between Aptos Middle School and the branch library will use this room as a regularly scheduled Homework Center and to conduct training sessions for adult and teen volunteer homework assistants.
- Library staff will use the room for instruction on the use of print and electronic library resources to support school curriculum and assignments.
- Aptos Middle School staff will use the room for presentations for parents, explaining how they can assist their students with school assignments.
- The Library and the School District will use the room for co-sponsored teacher nights to promote effective use of library services and resources.

Family Literacy Center:
- The Library and the School District will use the room for co-sponsored Family Literacy/Humanities nights and/or weekends.
- The Library, through the Project Read Program, will use the room for small group instruction for adults who need literacy skill assistance.
- The Library, through the Project Read Program, will use the room to train neighborhood literacy tutors.

General Community Use and Library Programming:
- In addition to its support of the joint-use Family Literacy Center and Homework Center projects, this room will serve neighborhood residents who have expressed their need for a meeting and programming space. In addition to conducting various organizational meetings, they would like to gather for small, neighborhood events at the branch library—book discussion groups, visiting authors, poetry reading, etc.
- As in most communities, Ingleside residents want children in the neighborhood to be well served by the branch library and to have opportunities to learn the joy of reading. Therefore, space for story times and small, branch library-sponsored children's programs will take place in the Program Room.

This will be a heavily used space and must be flexible and durable. It will include access to library provided laptop computers with wireless and/or hardwired service to facilitate interactive learning opportunities.

This room needs to accommodate groups of 24 people when chairs are arranged auditorium-style. Half of the chairs will have tablet arms to facilitate the use of laptop computers (note: swing-out tablet arms are more durable than fold-down tablet arms). There will also be folding tables available for meetings, arts and crafts, etc. When programs for young children are conducted here, the children will usually sit on the floor.

The room needs to be equipped with adjustable lighting levels and a ceiling-mounted video projection system.   The room should be wired and cabled to support a variety of audiovisual activities, including cable TV reception, video programming and interactive demonstrations of online or Internet resources.

The variety of audiovisual capabilities in the room will make it essential that all windows be equipped with durable, easily adjusted darkening shades so that the space can be conducive to media presentations at any hour of the day.

The room needs a movable lectern, a ceiling or wall-mounted projection screen, a wall-mounted white board and some tackable wall surfaces.

Because this space will be used to conduct children's story time programs, the décor should be warm and casual enough to be appealing to children, and the adjoining storage room should have carpet squares or low-loft cushions for children's floor seating during story time programs.

An adjacent, enclosable refreshment preparation area is required, with a microwave oven, work counter and lockable cabinets above and below and a commercial grade sink that is deep enough to accommodate filling a 30-cup coffee urn.

This room may be used to display wall-mounted artwork on either a permanent or a rotating basis. An attractive and convenient picture hanging system should be installed on at least two walls.

The floor should be carpeted in all areas except the area closest to the refreshment preparation area. That area needs hard flooring to prevent carpet damage when food is served. A lockable, adjacent storage room is required.

Adjacency to the Children's Services public space is necessary, to allow children visiting the library to attend programs in this space without moving through the rest of the library's public spaces.

Spatial Relationships and Visual Control: The Program Room/Homework Center should be accessible from the main library entrance. Additionally there needs to be a separate entrance specific to providing direct access to the Program Room/Homework Center, without passing into the library proper. Occupants in the space will require access to public restrooms both during and after library hours. Program Room storage must be immediately accessible to the room.

Because children's programs will also be held here, children's groups will need to be able to conveniently enter the room without passing through the entire library.

For security purposes, the doorway that will be used for after hours exit should be proximate to well-lighted walkways.

Adjacencies: 1.3.1   Meeting Room Storage
                          1.4   Public Restrooms

Sight Lines To: 1.1   Public Entrance/Lobby
                            4.4   Children's Picture Books

Proximate: Exterior walkways adjacent to outside exit from room

Occupancy: public, 24 seated, auditorium style

Access: Doorways into the Program Room must be wide enough for wheelchairs to pass through easily and thresholds should be flush with the floor. When stacking chairs are arranged auditorium style, side aisles must be large enough to accommodate wheelchairs, at least 36" and preferably 42"to 48".

Access to the Program Room/Homework Center, and public restrooms, must be independent of the library's other spaces so that library security is not compromised after hours and so that program attendees do not have to pass through the library to enter or exit the Program Room. People in the room must be able to safely and conveniently exit the building without entering the library proper.

Acoustics: Sound insulation should be employed to reduce transmission of program and homework center noise from this space to the library proper and to avoid "echo" problems in the room itself.

Loudspeakers for the sound associated with the projection system should be located as close as possible to the projection screen.

Collections: None, though students will bring their own books and library books/textbooks into this space to support their studies.

Fenestration and Daylighting: Interior windows are needed here to provide sight lines into the space in order to monitor activity here. Natural light through windows in exterior walls is highly desirable in this space, but must include durable, easily adjusted darkening shades.

Finishes: Walls finishes should be durable, washable and renewable without undue expense. Some walls in this space should have tackable surfaces. Corner guards should be used throughout the space to avoid damage from movement of chairs, tables and other portable furnishings and equipment. This room may be used to display wall-mounted artwork on either a permanent or a rotating basis so an attractive and convenient picture hanging system should be installed on at least two walls. The floor should be carpeted in all areas except the space closest to the refreshment preparation area. That area needs hard flooring to prevent carpet damage when food is served.

Windows will require durable, easily adjusted darkening shades.

Flexibility and Expandability: This room will be used for a variety of purposes, so no columns or other obstructions should restrict audience sight lines, and columns should be located for maximum flexibility of use.

To provide use flexibility, consider using several different types of lighting in the room—downlights, coves, sconces, etc., that can be combined in various ways to suit different activities.

Wireless service is required in this space to support flexible use of laptop computers and other hand-held computing devices now and in the future.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

As an energy conservation measure, this space should be on a separate HVAC zone so that it can be programmed to use less energy when it is not in use. When in use, building systems will need to provide comfortable temperatures, humidity and air quality without undue noise levels.

Consider using CO_2 sensors here so that the mechanical system can "know" when there are more people needing more fresh air, and can respond by increasing the rate of outside air entering the ventilation system

Lighting, Artificial: Provide 30-40 foot-candles with all lights on. Provide separately controlled lighting for the podium or front of the room. The lighting should be dimmable or switchable to produce approximately 2 foot-candles for note taking during AV presentations, and the note-taking light should not spill onto the projection screen.

To provide use flexibility, there might be several different types of lighting in the room—downlights, coves, sconces, etc., that can be combined in various ways to suit different activities.

Windows will require durable, easily adjusted darkening shades.

Plumbing: The kitchen/refreshment area of the room will require a water supply and drain pipes.

Security: Access to the Program Room/Homework Center, and public restrooms, must be independent of the library's other spaces so that library security is not compromised after hours and so that program attendees do not have to pass through the library to enter or exit the room. People in the room must be able to safely and conveniently exit the building without entering the library proper or passing through the materials security portals.

For security purposes, the doorway that will be used for after hours exit to the outside from the Program Room should be proximate to well lighted walkways.

Seating: 24 stacking chairs, 12 with tablet arms to be used either auditorium style, or seating for 12 at 3 folding tables included for the room.

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, signage on the exterior of the room must indicate the number/name/function of the Program Room/Homework Center. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign.

Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

The interior of the room should include all required fire and safety signs and an occupancy sign that is in compliance with local fire codes.

Refer to the *San Francisco Public Library Branch Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: The room needs to be equipped with adjustable lighting levels, a ceiling-mounted video/data projection system and a loudspeaker system to support projection functions.   Planners should consult with projection system vendor technical staff for installation specifications regarding electrical connections, junction boxes, plenum cables and outlets to serve the projector, the sound system, and projection system components which will be located in the adjacent storage room.

Refer to the *San Francisco Public Library Branch Library Improvement Program Audiovisual Guidelines*[5] for guidance.

The space needs to be wired and cabled to support a variety of audiovisual and telecommunications activities, including cable TV reception, video programming and interactive demonstrations of online or Internet resources.

Wireless service is required in this space to support the use of laptop computers and other hand-held computing devices.

Provide two-four standard duplex communications outlets (one voice and one data) co-located with associated power throughout the room. Provide one standard quad communications outlet (two voice and two data) co-located with associated power to support computer use with the projection system.

Outlets can be wall-mounted at 15" above the finished floor, or in recessed floor boxes.

If an automatic projection screen is installed, it will require power and switching at the front of the room.

Provide a telephone service outlet at the front of the room.

The library's public address system should be audible here.

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[5] The *San Francisco Public Library Branch Library Improvement Program Audiovisual Guidelines* are included as Appendix K

Components and Furnishings:

Community Program Room & Homework Center	Quantity	Item	SF/Item	Total SF
wireless service	n.a.	n.a.	n.a.	n.a.
chairs, stacking, public	12.0	chair	12.00	144
chairs, stacking, w/ tablet arms, public	12.0	chair	14.00	168
projection system, ceiling-mounted	1.0	system	n.a.	n.a.
projection screen, wall/ceiling mounted pull-down	1.0	screen	0.00	0
board, white, wall-mounted	1.0	board	0.00	0
counter, kitchen/refreshment prep area, 8'Lx3'D w/ sink	1.0	counter	60.00	60
cabinet, storage, above counter, locking (sq. ft. included w/counter)	1.0	cabinet	n.a.	n.a.
cabinet, storage, below counter, locking (sq. ft. included w/counter)	1.0	cabinet	n.a.	n.a.
lectern	1.0	lectern	10.00	10
coffee maker, 30 cup		coffee maker		
sink, kitchen, extra deep		sink		
clock, wall, battery powered	1.0	clock	n.a.	n.a.
receptacle, trash	1.0	receptacle	in GSF	in GSF
shades, window, darkening for media presentations	TBD	shade	n.a.	n.a.
total				382

1.3.1   Program Room Storage   **83 sq. ft.**

Functional Space Summary: This storage room will accommodate a self-contained mobile laptop storage cart, controls for the Program Room overhead projection system, folding tables, dollies for chair storage and programming supplies associated with the Program Room.

The room should have double doors, and must be lockable. Hard floor coverings are required in this space, and immediate access to the Program Room is required.

Spatial Relationships and Visual Control: This storage space directly supports activities in the Program Room/Homework Center, so it must be immediately adjacent to that room.

Because items from the Program Room/Homework Center, and elsewhere in the library will be moved in/out of this storage space, if design allows, include a proximate relationship between the storage room and the main interior doors of the Program Room/Homework Center.

Adjacencies: 1.3   Program Room & Homework Center

Sight Lines To: None

Proximate: Main interior entrance/exit of Program Room

Occupancy: none

Access: Access to the storage space should be immediately off of the Program Room/Homework Center. The door to this storage room should be locking and should be extra wide to facilitate moving furniture and equipment in/out. Access will be limited to library staff.

Acoustics: Sound transmission is not of significant concern in this non-occupied space.

Collections: None, though program support materials may be stored on shelving here.

Fenestration and Daylighting: Natural light is not required here and windows are not needed/wanted in this space.

Finishes: Wall and floor finishes should be durable, washable and renewable without undue expense. Wall bumper guards should be installed here to avoid damage from movement of chairs, tables and other portable furnishings and equipment. The floor should be a hard surface to facilitate the movement of furnishings and equipment.

Flexibility and Expandability: This is a storage room, but to insure future flexibility, it should include HVAC system ducts, a communications outlet and a standard number of electrical outlets.

HVAC: This is a storage room, but to insure future flexibility, it should include HVAC system ducts.

Lighting, Artificial: Provide 15-25 foot-candles for this space, switched next to the entry door. As an energy-saving feature, consider motion-activated light sensors in this space.

Plumbing: None

Security: Access to this space is limited to staff. The door should be lockable, and the hardware must allow for staff inside the room to exit without a key, so that they cannot be inadvertently locked in the room.

Seating: None, though seating will be stored here on dollies**.**

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, the interior of the room should include any required fire and safety signs. Room number identification and purpose must be posted outside the room. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

Refer to the *San Francisco Public Library Branch Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: System components to support the Program Room/Homework Center ceiling mounted projection system will be housed here. Planners should consult with projection vendor technical staff for installation specifications regarding electrical connections, junction boxes, plenum cables and outlets to serve the system components.

Refer to the *San Francisco Public Library Branch Library Improvement Program Audiovisual Guidelines* for guidance.

Provide standard, grounded duplex electrical wall outlets to meet general power needs in this space, and dedicate one duplex outlet to the self-contained mobile laptop storage cart for recharging needs.

Provide one standard duplex communications outlet (one voice & one data) co-located with associated power to allow for conversion of the space to other uses in the future, if necessary/desired.

Outlets should be wall-mounted at 15" above the finished floor.

Components and Furnishings:

Community Program Room Storage	Quantity	Item	SF/Item	Total SF
dollies for stacking chairs, capacity 6 chairs per dolly	4.0	dolly	8.00	32
dolly, for folding tables, capacity 3 tables per dolly	1.0	dolly	12.00	12
tables, folding, public stored on dollies (sq. ft. included w/dollies)	3	table	n.a.	n.a.
shelving, industrial 80", for programming props & supplies	1.0	section	15.00	15
carpet squares or low-loft cushions for story-time floor seating, to be stored on industrial shelf unit located here	20.0	carpet squares	n.a.	n.a.
rack, AV equipment for projection system console components	1.0	rack	10.00	10
cart, mobile laptop storage (self-contained power) for 12 laptop computers	1.0	cart	14.00	14
computers, laptop, public, w/ wireless cards (sq. ft. included w/ cart)	12.0	computer	n.a.	n.a.
total				83

1.4   Public Restrooms   **in GSF**

Functional Space Summary: Locate the public restrooms adjacent to the Program Room. Each restroom needs to meet local code requirements for quantity of fixtures and stalls. Avoid single-use public restrooms.

Restrooms must be designed for durability, easy maintenance and resistance to vandalism. For ease of cleaning, fixtures should be wall or counter-mounted and cubicle partitions should be ceiling-mounted. Floor and wall covering should be tile. Sloping floors and floor drains are essential.

Waste receptacles should be recessed and/or wall-mounted. Soap and towel dispensers should be located directly over sinks to prevent soap leaks and avoid water drips on the floor. Install electronic hand dryers, a baby changing counter in both the men's and women's restrooms, parcel/purse shelves or baskets in each stall.

Ensure effective acoustic separation and excellent ventilation of the restrooms from other occupied areas of the building.

Spatial Relationships and Visual Control: Occupants in the Program Room/Homework Center will require access to public restrooms both during and after library hours.

In order to reduce inappropriate use of public restrooms, they should be located near a heavily traveled area of the library so that staff at the Service Desk, and library users, will naturally notice unusual activity.

Adjacencies: 1.3   Program Room

Sight Lines To: 1.1   Public Entrance/Lobby/Community Information

Proximate: 2.2   Service Desk
                                        Main Paths of Travel

Occupancy: Meet or exceed local code requirements

Access: Public restrooms must be easy to find and well-marked

Occupants in the Program Room/Homework Center will require access to public restrooms both during and after library hours.

Meet all ADA requirements and consider using an exterior restroom door that can be operated electronically or is designed on the doorless airport model for ease of wheelchair access.

Acoustics: Provide excellent acoustical separation of restrooms from other occupied areas of the building. Sound insulation should be employed to reduce transmission of noise from this space to the library proper.

Collections: None

Fenestration and Daylighting: Natural lighting is not required here and windows should not be included in the design of this space.

Finishes: Design restrooms to be highly durable, vandal resistant and easy to clean and maintain. Restroom fixtures should be wall-mounted and cubicle partitions should be ceiling-mounted for ease of cleaning. Floor and wall coverings should be hard surface (non-slip on floors), such as tile, with the walls covered to a height of at least five feet. Cubicle partitions should be highly durable (e.g. Duraflex™, stainless steel or equivalent).

Waste receptacles should be recessed and/or wall-mounted. Soap and towel dispensers should be located directly over sinks to prevent soap leaks and avoid water drips on the floor. Install electronic hand dryers, a baby changing counter in both the men's and women's restrooms, and parcel shelves or baskets in each stall.

Flexibility and Expandability: Meet all ADA requirements and consider using an exterior restroom door that can be operated electronically or is designed on the doorless airport model for ease of wheelchair access.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Install high-quality industrial strength exhaust system vents in the restrooms.

Lighting, Artificial: Provide 15-25 foot-candles. As an energy-saving feature, consider motion-activated light sensors in this space. Public restrooms should be on a separate circuit so that library users are not inadvertently left in darkened restrooms when library lights are turned out at closing time.

Plumbing: Water and/or sewer service will be required at all toilets, sinks, hose bibs and floor drains. Hot water will be required at all sinks. Floors should be sloped to a floor drain, and the restroom should include a locking hose bib. Toilets should be low-flush and sinks should have timed shut-off of water flow.

Security: The main door to all public restrooms should not be lockable by users. Only staff should be able to lock public restrooms, with a keyed mechanism, if they are out-of-service or otherwise unavailable. Avoid single-use public restrooms.

In order to reduce inappropriate use of public restrooms, they should be located near a heavily traveled area of the library so that staff and library users will naturally notice unusual activity.

Seating: None

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, public restrooms must be easy to find and well-marked. Room identification and purpose must be posted outside the room. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters

must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

Pictogram signs, frequently used for restrooms, must include the verbal equivalent placed directly below the symbol.

The interior of restrooms should include all required fire and safety signs.

Refer to the *San Francisco Public Library Branch Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Toilets should be low-flush and sinks should have timed shut-off of water flow.

Include tamper-proof, grounded duplex electrical wall outlets outside of restrooms. The outlets should be close enough to the restroom to provide cleaning equipment cord reach.

Outlets should be wall-mounted 15" above the finished floor.

The library's public address system should be audible here.

Components and Furnishings:

Public Restrooms	Quantity	Item	SF/Item	Total SF
stall partition, restroom	TBD	partition	n.a.	n.a.
toilet, quantity to be determined by code requirements	TBD	toilet	n.a.	n.a.
shelf, parcel, restroom	TBD	shelf	n.a.	n.a.
coat hook, restroom	TBD	hook	n.a.	n.a.
sink, lavatory, restroom	TBD	sink	n.a.	n.a.
mirror, scratch resistant, restroom	TBD	mirror	n.a.	n.a.
baby changing station, one for each public restroom	TBD	station	n.a.	n.a.
hand dryer, electronic, restroom	TBD	dryer	n.a.	n.a.
receptacle, waster, restroom	TBD	receptacle	n.a.	n.a.
sanitary disposal unit, restroom	TBD	unit	n.a.	n.a.
dispenser, soap, restroom	TBD	dispenser	n.a.	n.a.
total				in GSF

2.1   Express Checkout & Reserves   145 sq. ft.

Functional Space Summary: To promote customer convenience and operational efficiency, the Ingleside Branch Library will provide two express checkout machines adjacent to the Service Desk. These machines are similar to bank ATM machines and they allow library visitors to check out their own materials rather than taking them to the Service Desk. It is expected that this self-sufficient community, which already helps itself with reserved items, will appreciate the self-check option, and that the machines will be used by many, if not most, visitors.

The machines should be placed in a prominent area, close to the Service Desk. Each machine should have plenty of circulation space and sufficient separation to give users some sense of privacy. One or both of the units needs to be accessible to people in wheelchairs. Additionally, each machine will need some counter surface on both sides for user's books and belongings to be put down while using the equipment. Several standard library furniture vendors are now offering customized stands for express checkout machines that include wire management systems. Refer also to the *San Francisco Public Library Branch Improvement Program Interior Design Standards* for guidance.

Queuing space for the machines should allow for up to four people waiting to use the two machines. Open shelving for reserved materials, needs to be located adjacent to the express checkout machines, in plain sight of visitors approaching the space.

Library users who need additional assistance or who prefer having staff checkout their materials will take their items to the Service Desk.

Spatial Relationships and Visual Control: Staff at the Service Desk may need to assist users if they are having trouble locating their reserved items or are first time express checkout users. Therefore, the staff should be able to see and quickly move to the reserve shelves and the express self-checkout stations.

In order to avoid confusion for library users, the reserve/hold shelves need to stand on their own, separate from all other collections so that casual users do not misunderstand what is shelved here and remove other people's reserved materials from the shelf.

Once library users have used the express checkout equipment, they will want to efficiently exit the library, so the machines should be proximate to the main public entrance/exit.

Adjacency: 2.2   Service Desk

Sight Lines To: None

Proximate: 1.1   Public Entrance/Lobby/Community Information

Occupancy: public, 2 – 6 standing

Access: The reserve shelves used here will need 42" wide aisles to accommodate comfortable access for library visitors of all abilities. The reserve/hold shelves should be located prominently, within sight of the Service Desk so that library users can find them easily.

To encourage use, the express checkout machines should be placed in a prominent area. Each express checkout station should have plenty of circulation space and sufficient separation to give users some sense of privacy. One or both of the units needs to be accessible to people in wheelchairs.

Acoustics: Standard

Collections: Reserved or held items ready for customer pick-up, shelved on 84" high standard shelf units. Aisles will be 42".

Shelving will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

Fenestration and Daylighting: Filtered natural light here is desirable, but great care must be taken with orientation in order to avoid screen glare at the express checkout stations. Direct sunlight on the reserve collections should also be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available. This will be a high traffic area, so carpeting, which is the preferred floor finish, should be highly durable and able to stand up to repeated cleaning.

Each express checkout machine will need some counter surface on both sides for user's books and belongings to be put down while using the equipment, and furnishings/counters should include wire management. Several standard library furniture vendors are now offering customized stands for express checkout machines, which include wire management systems. Refer also to the *San Francisco Public Library Branch Improvement Program Interior Design Standards* for guidance.

Shelving with an epoxy powder finish is preferred over enamel coatings.

Flexibility and Expandability: If an additional express checkout machine is needed at a future date, it is likely that the reduced queuing space needed for staff-assisted checkouts would allow for the addition of a third machine.

Provide one additional standard quad communications outlet (two voice and two data) co-located with associated power to accommodate the possible expansion of the express checkout area in the future.

Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Provide 20-30 foot-candles measured horizontally at the express checkout station work surface. Plan lighting carefully to avoid screen glare.

At the reserve shelves, provide 6 foot-candles minimum at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the book stack face.

Plumbing: None

Security: The express checkout machines should be placed so that they give users some sense of privacy. The equipment should be within sight of staff to discourage vandalism.

Seating: None

Signage: For reasons of operational efficiency, the library will want to encourage public use of the express checkout machines, so signs that are part of a uniform, multi-lingual, flexible, easily updated signage system will be needed to help library users locate and use the equipment.

Signs will also be needed to help library users find/identify the reserve/hold shelves.

Overhead signs must be placed a minimum of 89" above the floor and must have letters and numbers at least 3" high.

Refer to the *San Francisco Public Library Branch Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide one standard quad communications outlet (two voice and two data) co-located with associated power for each express checkout machine. The machines will be networked with the library's online circulation system.

Provide one additional standard quad communications outlets (two voice and two data) co-located with associated power to accommodate the possible expansion of the express checkout area in the future.

These outlets, to serve the express checkout equipment, can be wall-mounted at 6" above the work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes.

Wire management must be included in all furnishings to accommodate express checkout equipment.

2.1   Express Checkout & Reserves (continued)

Provide safety capped, grounded duplex electrical outlets to meet general power needs in this space.

These standard outlets should be wall-mounted 15" above the finished floor.

Components and Furnishings:

Express Checkout & Reserves	Quantity	Item	SF/Item	Total SF
workstation, public, express self-checkout	2.0	workstation	45.00	90
express self-checkout machines (sq. ft. included w/ workstation)	2.0	machine	n.a.	n.a.
queuing space	4.0	people	6.00	24
shelving 84", for user self-serve reserves	3.0	section	10.30	31
receptacle, trash	1.0	receptacle	in GSF	in GSF
total				145

2.2   Service Desk   **306 sq. ft.**

Functional Space Summary: The Ingleside Branch Library will have one staffed service point that will combine circulation and information services. In the current branch library the service desk is relatively hidden—especially the information and reference section of the desk. This must be avoided in the new library, with all service positions at the desk being highly visible, providing an obvious place for incoming visitors to seek help.

The branch library's express checkout units will be directly adjacent to this desk. An area for library handouts will be built into the desk, which will help to maintain the established level of interaction between the public and staff in this neighborhood library.

The desk will be staffed at all times that the branch library is open. It needs three staff positions—one circulation position, one information/reference position, and one ADA compliant staff position that can be used for either circulation or information/reference. It is most likely that this position will be used for circulation services and it will be equipped accordingly.

The circulation position should be equipped with a tall stool that will allow staff to either sit or stand as preferred. There should be lateral counter surface of at least seven feet for each position. Equipment at each circulation position will include an online workstation, a materials checkout and scanner/desensitizer unit, receipt printer, a telephone handset and below counter storage for manuals and brochures. Space for a secure cash register, centrally located at the Service Desk is required.

The information/reference position will be at sitting height. No undue barriers should be created at this position—library users should feel welcome to approach this staff member and ask for assistance. While this service position is located at the shared Service Desk, it can either be a continuation of the desk, or it can break somewhat from the desk if this design will increase a sense of accessibility for the public. The staff person here will need to be able to move quickly from the Service Desk to help visitors in the collections and at the public access computers. Equipment at the information station will include an online workstation, a telephone and shelving for ready reference resources.

An additional, non-assigned computer workstation will be located at the service desk to facilitate workflow during especially busy times.

The third staff position should be an ADA compliant, wheelchair accessible workstation that is part of the Service Desk. Staff members at this position may/may not require ADA accommodation, so the work surface height should be adjustable. It is most likely that this position will be associated with circulation services.

Activity at the Service Desk will often be brisk and sometimes noisy. The area will need generous circulation space on both the staff and public sides of the desk, with queuing space for up to six people, as well as acoustical buffering.

Staff needs to be able to move quickly and easily between the service counter, the theft security gates, branch collections and computers, and the adjacent staff work areas.

Staff here must have a clear sight line into the lobby and into the Children's Area.

The desk must be designed with ergonomic and disabled access principles in mind and flooring on the staff side of the Service Desk must be highly resilient, as staff will spend long hours on their feet in this area.

Refer to the *San Francisco Public Library Branch Improvement Program Interior Design Standards* for guidance on ergonomics and design of staff work areas.

Spatial Relationships and Visual Control: The Service Desk is the visual hub of the library and the first stop for visitors who want assistance. Staff at the desk will monitor all areas of the library, and will work between duties at the public Service Desk and back-of-house areas. They will need to have direct adjacency to the Express Checkout & Reserves, the Reference Collection, the Computers for Adults & Teens, and the Staff Work Room, Sorting & Returns area.

In order to maintain visual control over general library areas and respond to service needs, staff here will need to have clear lines of sight to the Public Entrance, the interior Materials Return Slots, the Nonfiction Circulating Books, the Teen Area, the Copy Center, and the Children's Area, including Computers for Children.

In order to reduce inappropriate use of public restrooms, staff at the Service Desk will need to have a proximate relationship to the restrooms.

Adjacencies:	2.1	Express Checkout & Reserves
	3.2	Reference Collection
	3.3	Computers for Adults & Teens
	5.2	Staff Work Room, Sorting & Returns
Sight Lines To:	1.1	Public Entrance/Lobby/Community Information
	1.2	Materials Return Slots
	3.4	Nonfiction Circulating Books
	3.9	Teen Area
	3.10	Copy Center
	4.0	Children's Area including Children's Computers
Proximate:	1.4	Public Restrooms
Occupancy:	1-3 staff; 2–6 public	

Access: A section of the Service Desk counter must be at a height to accommodate library users and/or library staff in a wheelchair. Counter height for this position should be between 28" and 34" above the finished floor, with knee-space on the staff side of the counter that is at least 19" deep. The desk must be designed with ergonomic and disabled access principles in mind. The service desk area will need generous circulation space on both the staff and public sides of the desk, with queuing space for up to six people waiting for assistance.

Acoustics: Activity at the Service Desk will often be brisk and sometimes noisy, and will require acoustical buffering. Use sound-absorbing materials, ceiling soffits or other architectural strategies to buffer the Service Desk area from the adjacent spaces so that noise from this active space does not intrude unduly into other areas.

Collections: Staff ready reference materials will be housed here in two sections of 84" steel shelving units.

Fenestration and Daylighting: Filtered natural lighting is highly desirable here, but should come from windows that are adjacent to the area rather than being part of the service desk space proper. Great care must be taken with orientation in order to avoid screen glare here. Interior glazing (relites) may be used here for visual control of other library spaces.

Finishes: Wall and floor finishes at the Service Desk should be durable, cleanable and renewable without undue expense. The service desk surface must be scratch resistant and the service desk face must resist scuffing. The staff workstations at the Service Desk must be planned and designed to meet ergonomic standards so as to support staff health and well-being.

The design of the service desk should discourage library users from moving to the staff side of the desk, but it must not be monolithic, because it should feel highly approachable for the public, and also because staff here will need to be able to move quickly and easily from behind the desk to respond to user's needs and to monitor the materials security system, so the desk design must include conveniently located openings.

Staff, especially circulation staff, are on their feet for long hours, so it is very important that the flooring on the staff side of the desk be highly resilient and/or cushioned. If cushioned, the flooring must remain even with surrounding flooring. Counter height for standing positions should be at approximately 36"-39". Counter height for sitting positions should be at approximately 29"-30". A position at Service Desk must meet ADA standards for staff members and library users with disabilities. Counter height for this position should be between 28" and 34" above the finished floor, with knee-space on the staff side of the counter that is at least 19" deep.

Design and equip the Service Desk as follows:
- Resilient flooring that allows a task chair/stool on casters to move easily;
- Counter tops that are deep enough to accommodate a computer terminal and keyboard and other equipment, but not so deep as to be ergonomically unsound due to the need to reach too far across the desk for materials (approximately 29"-30");
- Counter tops constructed of durable, scratch resistant, easily cleaned material that can be replaced at a future date at reasonable cost;
- Staff computer terminal placement so that it does not block interaction between library users and staff;
- Concealed wire management for all equipment and a shield at the back of each computer workstation to conceal wiring;
- Toe space at the base of the desk on the customer side for comfort;
- Storage space, drawers, kneeholes, shelves, etc. on the staff side of the desk—design details to be decided in consultation with the library staff when the circulation desk is selected or designed; and
- ADA accessibility.

Flexibility and Expandability: The Service Desk should be of a weight and quality that suggests permanence and importance, but it should not be installed as a permanently fixed, built-in unit that cannot be moved or modified in the future. Desk details such as drawers, shelves, etc. should be as modular as possible to allow for change.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Staff at the Service Desk are up and down, working quickly to serve library user throughout the day. Cooling and ventilation must be excellent in the area, providing plenty of fresh air.

Lighting, Artificial: Provide 20-40 foot-candles measured horizontally at the work surface. Plan lighting carefully to avoid screen glare.

Plumbing: None

Security: It will be important to follow adjacency and sight line requirements to assure that staff at this desk have extensive visual control over library spaces.   This visual control will increase security for both staff and library users.

A secure cash register will be located at the Service Desk. The library's materials theft security system portals will be located adjacent to the Service Desk and will be monitored by staff here. Include a panic alarm behind the Service Desk in case staff require emergency assistance from co-workers in the staff work room.

Seating: Two adjustable, staff task stools and one adjustable staff task chair at desk.

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, this major service point requires a prominent sign to identify it. The sign should have a width-to-height ration between 3:5 and 1:1 for letters and numbers. Signs placed overhead must be placed a minimum of 89" above the floor and must have letters and numbers at least 3" high. Characters should contrast light-to-dark or dark-to-light with the sign background.

Refer to the *San Francisco Public Library Branch Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide one standard duplex communications outlet (one voice and one data) co-located with associated power every 4' along the work counter. Provide one standard duplex communications outlet (one voice and one data) co-located with associated power for the printer and the cash register. Provide one standard quad communications outlet (two voice and two data) co-located with associated power at each of the four computer workstations.

Provide telephone service outlets to accommodate one handset at the circulation zone of the Service Desk and one at the reference zone of the Service Desk.

Outlets can be wall-mounted at 6" above the work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes.

Provide a generous number of standard, grounded duplex electrical outlets to meet the considerable general power needs in this space.

Microphone input for the branch library's public address system will be located here.

Wiring should allow for the delivery buzzer at the staff/deliveries entrance to also ring or light at the Service Desk so that staff will hear/see it whether or not they are near the delivery door.

As part of the building security system, include wiring for an emergency panic alarm at the Service Desk.

There is an abundance of electrical/data equipment at the Service Desk. Wire management must be included in all furnishings here to manage the numerous cables and cords safely and attractively.

Components and Furnishings:

Service Desk	Quantity	Item	SF/Item	Total SF
service desk/counter w/1 circ. position @ standing height, 1 ADA position @ adjustable height & 1 ref. position @ sitting height	1.0	service desk	198.00	198
stool, task, staff @ circulation service desk positions (sq. ft. included w/ service desk)	2.0	stool	n.a.	n.a.
chair, task, staff @ reference service desk position (sq. ft. included w/ service desk)	1.0	chair	n.a.	n.a.
computer, staff @ service desk cir. & ref. positions (sq. ft. included w/ service desk)	2.0	computer	n.a.	n.a.
computer, staff, additional, unassigned @ service desk (sq. ft. included w/ service desk)	1.0	computer	n.a.	n.a.
file, mobile, locking, under work counter @ reference position	1.0	file	n.a.	n.a.
sensitizer/desensitizer for materials security system @ circ. positions	2.0	unit	n.a.	n.a.
barcode reader @ circ. positions & unassigned computer	3.0	reader	n.a.	n.a.
cash register	1.0	machine	10.00	10
printer, receipt @ circ. positions	2.0	printer	n.a.	n.a.
book trucks	3.0	truck	8.00	24
public address system	1.0	system	n.a.	n.a.
emergency "panic" alarm button	1.0	alarm	n.a.	n.a.
shelving, 84", for ready reference and miscellaneous circulation needs	2.0	section	10.00	20
printer, staff, networked, on supply cabinet	1.0	printer	12.00	12
cabinet, supply for printer (sq. ft. included w/printer)	1.0	cabinet	n.a.	n.a.
display of library handouts, blt into desk	1.0	unit	6.00	6
telephone handset	2.0	phone	n.a.	n.a.
clock, wall, battery powered	1.0	clock	n.a.	n.a.
receptacle, trash	1.0	receptacle	in GSF	in GSF
queuing space	6.0	people	6.00	36
total				306

3.1   Adult New/McNaughton Books Browsing   37 sq. ft.

Functional Space Summary: This space needs to be visible from the entrance and visually appealing. In comments during the community input process, adults noted that much of their library use is to support their recreational reading interests, and that they are most interested in new titles at the branch library. Consequently, this area is expected to be a major magnet and center of activity. Visitors will stop by frequently to see which new books are available. The space needs to draw visitors in and allow them to wander comfortably among the shelf units to browse through display shelves of new and popular materials.

New circulating books, a McNaughton collection, and high interest materials from the collection will be displayed here, with some of the books displayed face-out. The branch library's audiovisual collection will be located adjacent to this area. Often, library users will visit the new books and audiovisual areas of the library exclusively, so they should be considered as complementary spaces and should have the ambience of a high profile merchandising space.

Spatial Relationships and Visual Control: Two of the most popular areas in the library are likely to be the Adult New/McNaughton Books Browsing and Audiovisual Media for all ages. By placing these spaces adjacent to one another, and along the path of travel from the main entrance, the library will have an effective marketing tool that will draw visitors as soon as they enter the building.

If possible, the architect should locate this area proximate to the Express Checkout & Reserve area so that visitors can easily take items they find here to the machines for checkout.

This busy, and potentially noisy area should be located away from quieter areas of the library.

Adjacencies:	3.7	Audiovisual Media for Adults, Teens & Children
Sight Lines To:	Main Path of Travel	
	1.1	Public Entrance/Lobby/Community Information
Proximate:	2.1	Express Checkout & Reserves
Occupancy:	public, 3 – 8 standing	

Access: The 66" high shelves used here, and aisles that area at least 42" wide, will accommodate comfortable browsing access for library visitors of all abilities. The shelves for new books and the display space should be located prominently, within sight of the main entrance so that library users can find them easily.

Acoustics: Locate this busy space away from quieter areas of the library. People browsing new books are likely to have conversations with one another, so designers should use sound absorbing materials, and other architectural strategies to buffer this area from the adjacent spaces to prevent noise from intruding unduly into other areas.

Collections: New books and popular collections will be shelved here on 66" high shelf units with some titles displayed face-out. Aisles will be at least 42" to encourage browsing.

Shelving will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California.

Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

Fenestration and Daylighting: Filtered natural lighting is desirable here, but direct sunlight on the collections should be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available. This will be a high traffic area, so carpeting, which is the preferred floor finish, should be highly durable and able to stand up to repeated cleaning.

Shelving with an epoxy powder finish is preferred over enamel coatings.

All 66" shelf units should include canopy tops so that the stacks in these lower shelves will look finished and tidy.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Ensure that the materials displayed in this space are well-lighted, enhancing the retail merchandising quality of the space. Consider using downlights to emphasize the area and provide 6 foot-candles minimum at a height of 12", and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the book stack face.

Plumbing: None

Security: Standard

Seating: None

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, signs will be needed to help library users find/identify the new book shelves. Overhead signs must be placed a minimum of 89" above the floor and must have letters and numbers at least 3" high.

Refer to the *San Francisco Public Library Branch Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space.

Outlets can be wall-mounted 15" above the finished floor.

Components and Furnishings:

Adult New/McNaughton Books Browsing	Quantity	Item	SF/Item	Total SF
shelving, 66", display-type, for new books	3.6	section	10.30	37
total				37

3.2   Reference Collection   (adult, teen & children's)   50 sq. ft.

Functional Space Summary: This space contains the interfiled adult, teen and children's reference book collections, on shelves that include a rollout middle shelf to support potentially heavy and unwieldy reference books. The shelving needs to be arranged for convenient access from the Service Desk so that staff can easily help library user with their research.

Spatial Relationships and Visual Control: Staff at the Service Desk will frequently move in and out of the reference collections, responding to user's questions and providing proactive reference service by asking people who are browsing the reference collection if they are finding what they need. Therefore, it will be important for the reference collection and the Service Desk to be adjacent to one another.

Because reference materials do not circulate, users frequently make photocopies from them, so there should be a sight line from the reference collections to the copy center.

Information found in reference materials is frequently related to other sources, especially in nonfiction books and electronic information. Therefore, as design allows, create a proximate relationship between the Reference Collection area and the Nonfiction Circulating Books (interfiled for all ages), and the Computers for Adults & Teens.

Adjacencies:	2.2	Service Desk
Sight Lines To:	3.10	Copy Center
Proximate:	3.3	Computers for Adults & Teens
	3.4	Nonfiction Circulating Books
Occupancy:	public, 2-4 standing	

Access: Reference collections will be shelved on 84" high shelf units with a rollout center shelf to facilitate the use of potentially heavy reference materials. Aisles will be 42" wide to accommodate access by library visitors of all abilities.

Acoustics: The reference area is a focused research space that should be conducive to concentration. However it is also an area where quiet conversations between the staff and users take place as part of the research process. Therefore designers should use sound absorbing materials and strategies in the reference collection area.

Collections: Reference materials will be shelved here on 84" high shelf units. Shelves will be 12" deep to accommodate the larger size of many reference resources, and they will be slotted to accept optional steel dividers to help keep often unwieldy collections from falling over when books are lifted from the shelf. Aisles will be 42" wide.

Shelving will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with

minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

Fenestration and Daylighting: Filtered natural lighting is highly desirable here, but direct sunlight on the collections should be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available.   Carpet, for comfort and sound control, is the preferred floor finish.

Shelving with an epoxy powder finish is preferred over enamel coatings.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: For collection stacks, provide 6 foot-candles minimum at a height of 12", and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the stack face.

Plumbing: None

Security: Standard

Seating: None

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, include end panel signs on these stacks to identify range contents.

Refer to the *San Francisco Public Library Branch Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space. Outlets can be wall-mounted 15" above the finished floor.

3.2 Reference Collection (continued)

Components and Furnishings:

Reference Collection (adult, teen & children's)	Quantity	Item	SF/Item	Total SF
shelving, 84", w/12" shelf, w/center rollout shelf for reference books	4.4	section	11.25	50
total				50

3.3   Computers for Adults & Teens   **436 sq. ft.**

Functional Space Summary: Community input during the Ingleside needs assessment repeatedly showed an interest in having a generous number of computers available in the neighborhood branch library. To respond to that need, the computer area for adults and teens will include fifteen public access computer workstations. Ten will be sit-down stations offering full access to the online catalog, the Internet, document-processing software and specialized information resources mounted on the library network. Five will be stand-up stations, primarily for OPAC use or for express "quick search" needs. The adult/teen computer stations should be grouped together for visibility by the public, and placed in proximity to the Service Desk to allow staff to quickly help users at the computer stations. A networked printer/print release station and a networked scanner are accommodated within the space to support computer-based work.

The clicking of computer keys and conversations of people working together or with library staff at computer stations can be somewhat distracting, so it will be important to provide acoustical buffering for the area. Orientation and lighting should be considered to avoid screen glare—a problem in the current Ingleside Branch Library.

When selecting furnishings for the computer workstations, care should be given to select units with flexible and secure wire management systems that are easily accessed by the library staff. Each furniture unit should have sufficient work surface for a computer mouse, books, papers and writing space, and should allow each user some degree of privacy.

Some public computers should include hardware/software to accommodate users who write in languages other than English and who use a variety of alphabets/characters.

One of the public computer workstations must be equipped to accommodate users with disabilities—refer to this document's section *II General Requirements of the Library Building, Power and Data Communication Requirements, Computer Workstations for the Public*, for additional information on equal access guidelines for computer workstations.

Spatial Relationships and Visual Control: Staff at the Service Desk will constantly move through the Computers for Adults & Teens area, responding to user's questions and providing both technical assistance and information literacy support for electronic research. Therefore, it will be important for the Computers for Adults & Teens and the Service Desk to be adjacent to one another.

Because these computers are meant to service the needs of both adults and teens, a clear line of sight will be needed from Teen Area to the Computers for Adults & Teens.

Electronic information is frequently related to other sources, especially in nonfiction books and in reference materials. Therefore, as design allows, create a proximate relationship between the Computers for Adults & Teens and the Nonfiction Circulating Books (interfiled for all ages), and the Reference Collection.

Adjacencies: 2.2   Service Desk

Sight Lines To: 3.9   Teen Area

Proximate: 3.2   Reference Collections
                        3.4   Nonfiction Circulating Books

Occupancy: public, 4-10 seated at the ten sit-down workstations, and/or 1-5 standing
                        at the five stand-up workstations.

Access: Workstations must be sized to provide a work surface sufficient for the simultaneous use of books, papers and computing equipment, sometimes to include peripheral devices.

These public computers should include the availability of specialized keyboards or international keyboards, and software to accommodate users who speak/write in languages other than English.

At least one public computer station here must be equipped to accommodate users with a variety of disabilities, including wheelchair access, computer voice assistance technology, etc. Planners should consult the *Telecommunications Act Accessibility Guidelines* and local code requirements for computer workstation specifics. For a list of equal access guidelines for computer workstations, refer to this document's section *II General Requirements of the Library Building, Power and Data Communication Requirements, Computer Workstations for the Public*.

Acoustics: The clicking of computer keys and conversations between people working together or with library staff at computer stations can be somewhat distracting. Use sound-absorbing materials, ceiling soffits or other architectural strategies to prevent the noise generated by the computers from intruding unduly into surrounding areas.

Collections: None

Fenestration and Daylighting: Filtered natural lighting is desirable here, but great care must be taken with orientation in order to avoid screen glare.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available.

Carpeting is the preferred floor finish here for comfort and sound control. Task chairs will be repeatedly rolled/scooted across the floor in front of the sit-down computer stations, so the carpet must hold up to heavy wear and have a low loop that does not catch in casters.

Finishes on computer workstation furniture must be highly durable, vandal resistant and easily cleaned, as the computer stations will be used constantly.   Task chairs should be adjustable for individual differences. If upholstery is used on the chairs, it must be easily cleaned and able to stand up to repeated cleaning.   Furnishing styles and colors should be in keeping with the interior design package for the library. Wire management will be required at each workstation to manage wires/cabling safely and attractively.

Flexibility and Expandability: The library should be designed with a technology infrastructure that can support approximately twice the number of public computer stations that are called for in this building program—so up to 38 public workstations.   Although the computers in this area will have hard-wired connections, the building should include wireless service for future flexibility and to support the use of hand-held computing devices. Computer workstations should be modular rather than permanently fixed in place, and task chairs should be height adjustable. Do not use ganged furnishings, as these limit future layout adjustments.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

The concentration of computing equipment and high levels of occupancy in this space will likely raise the temperature and humidity here. The HVAC system must be able to respond, so that the area is comfortable for users and supportive of equipment operating requirements.

Lighting, Artificial: Provide 20-30 foot-candles. Great care should be taken with lighting to eliminate or reduce screen glare.

Plumbing: None

Security: Staff must be able to monitor activity here, so, while each person at a computer station should have a minimal level of privacy, staff also need to have excellent visual control of the area to help reduce inappropriate behavior.

Equipment and service cables here will need to be secured against vandalism and theft.

Seating: One, adjustable task chair will be required at each of the 10 sit-down computer workstations. Chairs will need to be highly durable, adjustable, and easily cleaned.

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, signs will be needed to help library users locate these public access computers. If overhead signs are used, they must be placed a minimum of 89" above the floor and must have letters and numbers at least 3" high.

Refer to the *San Francisco Public Library Branch Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide one standard quad communications outlet (two voice & two data) co-located with associated power at each computer workstation.

All computer workstations must be networked to have access to the printer and scanner located in this area.

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power for the printer and the scanner located here.

Provide standard, grounded duplex electrical outlets to meet general power needs in this space.

Outlets can be wall-mounted at 6" above the work surface, wall-mounted 15" above the finished floor, or in recessed floor boxes.

Provide wire management for all computer workstation furnishings to manage wires/cables safely and attractively.

Wireless service is required in the building to provide flexibility for use of hand-held computing devices.

Components and Furnishings:

Computers for Adults & Teens	Quantity	Item	SF/Item	Total SF
workstation, computer, public, sit-down w/1 seat	9.0	workstation	32.00	288
workstation, computer, public, sit-down w/1 seat, ADA compliant	1.0	workstation, ADA	32.00	32
chair, task, public @ computer workstation (sq. ft. included w/ workstation)	10.0	chair	n.a.	n.a.
workstation, computer, public, stand-up, OPAC	3.0	workstation	16.00	48
workstation, computer, public, stand-up, Internet express	2.0	workstation	16.00	32
computers, public @ workstations (sq. ft. included w/ workstations)	15.0	computer	n.a.	n.a.
printer/PC print release station, public, networked, atop supply cabinet	1.0	printer	24.00	24
cabinet, supply for printer/PC release station (sq. ft. included w/ printer)	1.0	cabinet	n.a.	n.a.
scanner, public, networked on stand	1.0	scanner	12.00	12
stand, for scanner (sq. ft. included w/ scanner)	1.0	stand	n.a.	n.a.
clock, wall, battery powered	1.0	clock	n.a.	n.a.
receptacle, trash	1.0	receptacle	in GSF	in GSF
total				436

3.4   Nonfiction Circulating Books   **535 sq. ft.**

Functional Space Summary: In this small, neighborhood branch library, the adult, teen and children's nonfiction book collections will be interfiled in 66" high shelves. Slat-wall stack ends will be used here to allow for display and highlighting of the collection and to maximize the space's marketing appeal.

This space will also house college and career guidance collections, which will be shelved separately from the rest of the nonfiction collection.

Seating in this area is at four-place tables and chairs.

As part of the Library's Project Read Program, and to support the joint-use agreement between the Library and the School District, one-on-one literacy tutoring will be available at the Ingleside Branch Library. Tutors and students will work together at tables in the Nonfiction Circulating Book area of the branch.

Spatial Relationships and Visual Control: The Nonfiction Circulating Books will provide a core service, so they should be located prominently in the branch library. While this large area of book stacks should be highly visible, it should not be the first place that library visitors arrive. Instead, library user should be drawn into the heart of the library to browse the wealth of knowledge, information and entertainment that these collections provide.

Staff at the Service Desk will frequently assist users here, helping them locate the books they need for information, schoolwork and entertainment, so these collections should have a clear visual connection with the Service Desk. Because visitors will use the resources in more than one collection, these nonfiction collections will also need to have a visual connection to Adult Fiction and Genre Books and to the Adult International Languages Collections.

To facilitate visual control, the layout of the shelf units should allow library users and staff to glance into the stack aisles easily.

To promote access and encourage use, the Ingleside Branch Library will interfile nonfiction materials for all ages. Consequently, the Nonfiction Circulating Books will be used by adults, teens and children. To the extent possible, layout of the collections should provide a proximate relationship between the Nonfiction Circulating Books and the teen and children's areas of the branch library.

Information found in nonfiction collections is frequently related to other sources, especially reference books and electronic information. Therefore, as design allows, create a proximate relationship between the Nonfiction Circulating Books and the Reference Collection, and the Computers for Adults & Teens.

Adjacencies: None

Sight Lines To: 2.2   Service Desk
                          3.5   Adult Fiction & Genre Books
                          3.8   Adult International Languages Collection

Proximate: 3.2   Reference Collections
                        3.2   Computers for Adults & Teens
                        3.9   Teen Area
                        4.0   Children's Area

Occupancy: public, 2-8 seated at tables, 4-8 standing in stacks

Access: Materials here, which are meant to serve all ages, will be shelved on moderately low 66" high shelf units. Aisles will be 42" wide to accommodate access by library visitors of all abilities.

One of the two, 4-place tables here must be ADA compliant, to accommodate users in wheelchairs.

Acoustics: The Nonfiction Circulating Books should not pose unusual noise or sound control issues. Users here will not usually generate high noise levels, and browsing of the collections does not require an unusual level of concentration and quiet. If floors are carpeted, and building program adjacencies are followed, acoustics should be satisfactory.

Collections: The Nonfiction Circulating Books area will include:
- General nonfiction for children, teens and adults, shelved in 66" high units with 8" or 10" shelves; and
- Career guidance books, shelved in 66" high units with 8" or 10" shelves.

All collection aisles in the Nonfiction Circulating Books will be at least 42" wide to accommodate access by library visitors of all abilities. To facilitate visual control, the layout of the shelf units should allow library users and staff to glance into the stack aisles easily. This will also visually draw users into the aisles between the stacks, rather than presenting a formidable wall of shelves.

Slat-wall stack ends will be used here to allow for display and highlighting of the collections and to maximize the space's marketing appeal.

Shelving will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

Fenestration and Daylighting: Filtered natural lighting is highly desirable here, but direct sunlight on the collections or seating should be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available.   Carpet, for comfort and sound control, is the preferred floor finish.

Finishes on the 4-place tables and the chairs here should be durable and vandal resistant. The tabletops should be replaceable or able to be refinished. If upholstery is used on the chairs, it must be easily cleaned and able to stand up to repeated cleaning.   Furnishing styles and colors should be in keeping with the interior design package for the library. Wire management must be included at the tables to manage cables and cords safely and attractively.

Shelving with an epoxy powder finish is preferred over enamel coatings.

All 66" shelf units should include canopy tops so that the stacks in these lower shelves will look finished and tidy.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

Wireless service and/or hardwiring should be available at the user tables in this area to allow for use of laptop computers and other hand-held computing devices.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: For collection stacks, provide 6 foot-candles minimum at a height of 12", and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the stack face. Overhead lighting over book stacks should be placed perpendicular to the stacks to provide more flexibility for any future reconfiguration of stack areas.

At the reader tables located here, provide 30-40 foot-candles. If ambient lighting cannot provide this level of illumination, task lighting can be used to augment reader needs. If task lights are employed, special care must be given to wire management and to lamps and shades so that they cannot be easily removed by visitors. All lights in the library, including task lighting, should be controlled from a central light panel.

Plumbing: None

Security: To facilitate visual control and safety, the layout of the shelf units should allow library users and staff to glance into the stack aisles easily.

If task lighting is employed, special care must be given to selecting lamps and shades that cannot be easily removed by visitors.

Seating: Eight reader seats will be required at 2 tables. One table must be ADA compliant.

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, include end panel signs on all stacks to identify range contents.

Refer to the *San Francisco Public Library Branch Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide wireless service and/or hardwiring at the user tables in this area to allow for use of laptop computers and other hand-held computing devices.   For hardwiring purposes this will require one single data drop (jack) per reader seat, with associated power of one duplex power receptacle for every data drop provided. Outlets here can be wall-mounted 6" above the tables, wall-mounted 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). Data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Wire management must be included in the furniture to manage cables and cords safely and attractively.

Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space.   These outlets can be wall-mounted 15" above the finished floor.

Components and Furnishings:

Nonfiction Circulating Books (adult, teen & children's)	Quantity	Item	SF/Item	Total SF
chairs, reader, public @ 4-pl rectangular tables	8.0	chair	25.00	200
table, 4-place, rectangular, public (sq. ft. included w/ chairs)	1.0	table	n.a.	n.a.
table, 4-place, rectangular, public, ADA compliant (sq. ft. included w/ chairs)	1.0	table, ADA	n.a.	n.a.
shelving, 66", w/ slatwall endpanels, for nonfiction	25.0	section	10.30	258
shelving, 66", w/ slatwall endpanels, for career guidance books	7.5	section	10.30	77
clock, wall, battery powered	1.0	clock	n.a.	n.a.
receptacle, trash	1.0	receptacle	in GSF	in GSF
total				535

3.5   Adult Fiction & Genre Books   149 sq. ft.

Functional Space Summary: Adult fiction and genre books, and large print books will be shelved here, on 84" high shelving. Mass-market paperbacks will be shelved on spinners inset into standard shelf units. Slat-wall stack ends will be used to allow spot highlighting of the collection and to maximize the space's display and merchandising potential.

Spatial Relationships and Visual Control: The adult fiction and genre book collections will provide a popular core service, so they should be located prominently in the branch library.

There is a strong relationship between these fiction and genre collections and the Nonfiction Circulating Books, so a clear line of sight should be established between the two collections.

Many adults in the Ingleside neighborhood read in more than one language, and so they are likely to use both the English and non-English collections of the branch library. Also, although these are the adult fiction and genre collections, it is assumed that teens will also use them to support their reading interests. To facilitate usage, the Adult Fiction and Genre Books should have a proximate relationship to the Adult & Teen International Languages Collection and to the Teen Area of the library.

To facilitate visual control, the layout of the shelf units should allow library users and staff to glance into the stack aisles easily.

Adjacencies: None

Sight Lines To: 3.4   Nonfiction Circulating Books

Proximate: 3.8   Adult & Teen International Languages Collection
                          3.9   Teen Area

Occupancy: public, 2-6 standing

Access: All adult circulating fiction and genre collections will be shelved on 84" high shelving. Aisles will be at least 42" wide to accommodate access by library visitors of all abilities.

Acoustics: The Adult Fiction and Genre Books should not pose unusual noise or sound control issues. Users here will not usually generate high noise levels, and browsing of the collections does not require an unusual level of concentration and quiet. If floors are carpeted, and building program adjacencies are followed, acoustics should be satisfactory.

Collections: The Adult Fiction and Genre Books area will include:
- Fiction books, shelved in 84" high units with 8" or 10" shelves;
- Genre books, shelved in 84" high units with 8" or 10" shelves;
- Large print books, shelved in 84" units with 8" or 10" shelves; and
- Mass market paperbacks, shelved on spinner units inset into standard steel, 84" shelving uprights, with each spinner unit having a capacity of 288 volumes.

All collection aisles in the Adult Fiction and Genre Books will be at least 42" wide to accommodate access by library visitors of all abilities. To facilitate visual control, the layout of the shelf units should allow library users and staff to glance into the stack aisles easily. This will also visually draw users into the aisles between the stacks, rather than presenting a formidable wall of shelves.

Slat-wall stack ends will be used here to allow for display and highlighting of the collections and to maximize the space's marketing appeal.

Shelving will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

Fenestration and Daylighting: Filtered natural lighting is highly desirable here, but direct sunlight on the collections should be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available.   Carpet, for comfort and sound control, is the preferred floor finish.

Shelving with an epoxy powder finish is preferred over enamel coatings.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: For collection stacks, provide 6 foot-candles minimum at a height of 12", and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the stack face. Overhead lighting over book stacks should be placed perpendicular to the stacks to provide more flexibility for any future reconfiguration of stack areas.

Plumbing: None

Security: To facilitate visual control and safety, the layout of the shelf units should allow library users and staff to glance into the stack aisles easily.

Seating: None

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, include end panel signs on all stacks to identify range contents.

Refer to the *San Francisco Public Library Branch Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space.   Outlets can be wall-mounted 15" above the finished floor.

Components and Furnishings:

Adult Fiction & Genre Books	Quantity	Item	SF/Item	Total SF
shelving, 84", w/ slatwall endpanels, for adult genre	3.1	section	10.30	32
shelving, 84", w/slatwall endpanels, for adult fiction	8.3	section	10.30	86
shelving, 84", w/ slatwall endpanels, for adult large print	1.8	section	10.30	19
shelving, 84", spinners inset in shelf unit for adult paperbacks	1.1	section	10.30	12
total				149

3.6   Magazines & Newspapers   305 sq. ft.

Functional Space Summary: This area is meant to be a relaxing, comfortable, somewhat quiet place in which issues of the branch library's magazines and newspapers for adults will be displayed for browsing. Limited back issues of magazines and newspapers will be held by the branch library, and will be housed on flat shelves under the current issues.

Both English and non-English language periodicals will be included in this space.

The ambience of this area will be key to its success. Acoustics, lighting, interior design and furnishings will need to define the area as a peaceful place for relaxed reading and contemplation. Both table and lounge chair seating will be available here. The space should be visible from the main path of travel through the building, but it should be set off a bit, and should include pleasant views to the outside.

Spatial Relationships and Visual Control: Because this area will have such wide appeal to adults, it should be visible from the main paths of travel through the library, but it should be set off a bit to emphasize the separate focus of the area. The space should be well apart from the children's area so that the appropriately noisy activity of children does not unduly impact this quiet area that is meant for reading.

The ambience of the magazines and newspaper area will allow library users themselves to help keep this area secure and comfortable, but to facilitate visual control, staff at the Service Desk will need to have a proximate visual connection with the space.

If possible, the magazines and newspaper area should have pleasant views to the exterior of the library, into landscaped areas with visual interest.

Adjacencies: None

Sight Lines To: Main Path of Travel

Proximate: 2.2   Service Desk
                           View to Outside

Occupancy: public, 2 –8 seated at lounge chairs or at tables

Access: To facilitate access, periodicals here will be shelved on ADA compliant 66" high shelves, as required for current periodicals. Aisles will be at least 42" wide to accommodate access by library visitors of all abilities.

Acoustics: This area, which is meant for quiet study and reading, needs to be acoustically protected from the general public space and set back a bit. Use sound-absorbing materials and architectural strategies to help deaden sound here.

Collections: The adult periodical collections housed here will include:
*   English language magazine current issues, shelved in 66" high shelf units on slanted display shelves that are hinged to lift up, exposing a flat shelf below;

- International language magazine current issues, shelved in 66" high shelf units on slanted display shelves that are hinged to lift up, exposing a flat shelf below;
- Limited English and International language back issues of magazines, shelved on the flat shelf below hinged shelves;
- English language newspaper current issues, shelved in 66" high shelf units on slanted shelves that include plexi insets for display; and
- International language newspaper current issues, shelved in 66" high shelf units on slanted shelves that include plexi insets for display

All collection aisles in the periodicals will be at least 42" wide to accommodate access by library visitors of all abilities.

Shelving will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

All 66" shelf units should include canopy tops so that the stacks in these lower shelves will look finished and tidy.

Fenestration and Daylighting: Filtered natural lighting is required here, but direct east or west sunlight on the seating and/or collections should be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available.   Carpet, for comfort and sound control, is the preferred floor finish.

Finishes on the 4-place table and chairs should be durable and vandal resistant. The tabletop should be replaceable or able to be refinished. If upholstery is used on the chairs, it must be easily cleaned and able to stand up to repeated cleaning.

Lounge seats here must provide excellent comfort. Upholstery on the lounge chairs must be extremely durable, and impervious to stains and odors. It must resist dirt/grime, be easily cleaned and able to stand up to repeated cleaning.

Furnishing styles and colors should be in keeping with the interior design package for the library. Wire management must be included at the table to manage cables and cords safely and attractively.

Shelving with an epoxy powder finish is preferred over enamel coatings.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

Wireless service and/or hardwiring should be available at the user table in this area to allow for use of laptop computers and other hand-held computing devices.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: For periodical stacks, provide 6 foot-candles minimum at a height of 12", and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the stack face.

At the reader table located here, provide 30-40 foot-candles. If ambient lighting cannot provide this level of illumination, task lighting can be used to augment reader needs. If task lights are employed, special care must be given to wire management and to lamps and shades so that they cannot be easily removed by visitors. All lights in the library, including task lighting, should be controlled from a central light panel.

Plumbing: None

Security: Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

If task lighting is employed, special care must be given to selecting lamps and shades that cannot be easily removed by visitors.

Seating: Public, 8 seats—4 at 1 reader table and 4 in lounge chairs. The table must be ADA compliant.

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, signage here should indicate that this is a quiet reading and study space. At the discretion of the library staff and planners, a sign identifying the periodical area may be required.

Refer to the *San Francisco Public Library Branch Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide wireless service and/or hardwiring at the user table in this area to allow for use of laptop computers and other hand-held computing devices.   For hardwiring purposes this will require one single data drop (jack) per reader seat, with associated power of one duplex power receptacle for every data drop provided. Outlets here can be wall-mounted 6" above the work surfaces, wall-mounted 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). Data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Wire management must be included in the furniture to manage cables and cords safely and attractively.

Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space.   Outlets can be wall-mounted 15" above the finished floor.

Acoustics: This area needs to be acoustically protected from the general public space and set back from the main paths of travel through the library.

Technology: User seating at the table here should have access to power and data for hand-held computing devices and be within wireless connectivity zone.

Components and Furnishings:

Magazines & Newspapers	Quantity	Item	SF/Item	Total SF
chairs, lounge, public	4.0	chair	35.00	140
chairs, reader, public @ 4-place rectangular tables	4.0	chair	25.00	100
table, 4-place, rectangular, public (sq. ft. included w/ chairs)	1.0	table	n.a.	n.a.
shelving, 66", slanted, hinged w/ flat shelf below for English language magazine display & back-files	4.5	section	10.30	46
shelving, 66", slanted, hinged w/ flat shelf below for International language magazine display & back-files	1.0	section	10.30	10
shelving, 66", for English lang. newspaper display & bkfiles, w/ plexi insets	0.4	section	10.30	4
shelving, 66", for Intl. lang. newspaper display & bkfiles, shelf w/ plexi insets	0.4	section	10.30	4
clock, wall, battery powered	1.0	clock	n.a.	n.a.
receptacle, trash	1.0	receptacle	in GSF	in GSF
total				305

3.7   Audiovisual Media for Adults and Teens & Children   110 sq. ft.

Functional Space Summary: All audiovisual materials in both English and non-English languages, for adults, teens and children will be housed here.

Audio and video material in several formats circulates well in the current facility. The audiovisual media collection will be somewhat larger in the new branch library, and it is expected that this area will be visited frequently. All age groups will visit this area for their AV materials, creating a media hub for the branch library. It will contain music on compact discs, books on tape and CD, videos and DVDs, computer software and children's AV kits.

The various collections housed here need to be clearly defined and differentiated through the shelving arrangement and signage.

This space and the New Book/McNaughton Area will form two of the most heavily used areas of the building, and should be placed well away from quiet reading areas.

Spatial Relationships and Visual Control: Two of the most popular areas in the library are likely to be the Audiovisual Media for Adults, Teens & Children, and Adult New/McNaughton Books Browsing. By placing these spaces adjacent to one another, and along the path of travel from the main entrance, the library will have an effective marketing tool that will draw visitors as soon as they enter the building.

Once visitors find what they need here, they will find it convenient to proceed to the Express Checkout area which should have a proximate relationship with the Audiovisual Media area.

This busy, and potentially noisy area should be located away from quieter areas of the library.

Adjacencies: 3.1   Adult New/McNaughton Books Browsing

Sight Lines To: Main Path of Travel

Proximate: 2.1   Express Checkout & Reserves

Occupancy: 2 -5

Access: To facilitate browsing of the audiovisual collections, the moderately low height 66" shelves here will include both standard shelves and A-V browsing bins. Stack height and aisles, to be at least 42" wide, will accommodate access by library visitors of all abilities.

Acoustics: Locate this busy space away from quieter areas of the library. Designers should use sound absorbing materials, and other architectural strategies to buffer this area from the adjacent spaces to prevent noise from intruding unduly into other areas.

Collections: Audiovisual resources will be shelved here on 66" high shelf units. The shelf uprights will accommodate standard shelves for videos, audiobooks, CD-ROMs, computer software and language learning materials, and also A-V browsing bins for CDs, and DVDs. Aisles will be at least 42" wide.

Shelving will be steel book stack adjustable shelving/browser bins, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

Fenestration and Daylighting: Filtered natural lighting is desirable here, but direct sunlight on the collections should be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available. Carpeting is the preferred floor finish, and it must be highly durable and able to be frequently cleaned in order to stand up to the level of traffic expected in this busy area.

Shelving with an epoxy powder finish is preferred over enamel coatings.

All 66" shelf units must include canopy tops so that the stacks in these lower shelves will look finished and tidy.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

Shelving choices continue to evolve, and by using steel upright, standardized shelving units, different types of audiovisual shelving styles can be hooked into the basic uprights as needed/desired.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Ensure that the materials displayed in this space are well-lighted, enhancing the retail merchandising quality of the space. Provide 6 foot-candles minimum at a height of 12", and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the stack face.

Plumbing: None

Security: Standard

Seating: None

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, signage will be needed to help library users find/identify the audiovisual shelves. If an overhead sign is used, it must be placed a minimum of 89" above the floor and must have letters and numbers at least 3" high.

Signs will be needed on the shelf units and/or end panels to identify what is housed there and to differentiate between formats in the audiovisual collections.

Refer to the *San Francisco Public Library Branch Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space.

Outlets can be wall-mounted 15" above the finished floor, or in recessed floor boxes.

Components and Furnishings:

Audiovisual Media for Adults, Teens & Children	Quantity	Item	SF/Item	Total SF
shelving, 66", for adult/teen videos	0.4	section	10.30	4
shelving, 66", for adult/teen Intl. lang. videos	0.7	section	10.30	7
shelving, 66", AV browse bins, for adult/teen DVDs	1.3	section	10.30	14
shelving, 66", AV browse bins, for adult/teen Chinese lang. DVDs	0.6	section	10.30	6
shelving, 66", AV browse bins, for adult music CDs	0.9	section	10.30	9
shelving, 66", AV browse bins, for teen music CDs	0.5	section	10.30	5
shelving, 66", for adult/teen books on tape & on CD	1.9	section	10.30	20
shelving, 66", for adult/teen career guidance video collection	0.3	section	10.30	3
shelving, 84", AV browse bins, for career guidance DVD collection	0.2	section	10.30	2
shelving, 66", for adult/teen software & CD ROMs	0.4	section	10.30	4
shelving, 66", for children's videos	0.5	section	10.30	6
shelving, 66", AV browse bins, for children's DVDs	1.0	section	10.30	11
shelving, 66", AV browse bins, for children's music CDs	0.4	section	10.30	4
shelving, 66", for children's books on tape & CD	0.6	section	10.30	6
shelving, 66", for children's software & CD-ROMs	0.5	section	10.30	5
shelving, 66", for children's AV kits in clamshells	0.5	section	10.30	5
total				110

3.8   Adult & Teen International Languages Collection   144 sq. ft.

Functional Space Summary: The Ingleside neighborhood has a large Chinese speaking population and a growing Spanish speaking population. There is heavy demand for, and use of, Chinese language materials from the branch library. Demand for Spanish materials is likely to grow somewhat over the coming years.

Because 33% of the service area population speaks Asian languages (primarily Chinese) at home, the focus of the non-English collections for the new branch library will be on the Chinese language. (Many service area Chinese and Spanish speakers also speak and read English.)

This space will offer the majority of adult and teen books in languages other than English, though teen graphic novels in Chinese will be shelved in the Teen Area of the branch. The shelving here needs to include slat-wall ends for display to make the collections visible and identifiable.

Periodical and audiovisual resources in non-English languages will be interfiled with the branch library's English audiovisual media.

Spatial Relationships and Visual Control: The Adult & Teen International Languages Collection will be a popular and heavily used area of the new library, so it should be located prominently.

Many adults in the Ingleside neighborhood read in more than one language, and so they are likely to use both the English and non-English collections of the branch library. A clear line of sight should connect this area and the large Nonfiction Circulating Books section. To facilitate usage, the Adult & Teen International Languages Collection should also have a proximate relationship to the Adult Fiction and Genre Books in the library.

To facilitate visual control, the layout of the shelf units should allow library users and staff to glance into the stack aisles easily.

Adjacencies:	None	
Sight lines To:	3.4	Nonfiction Circulating Books
Proximate:	3.5	Adult Fiction and Genre Books
Occupancy:	Public, 1-4 standing	

Access: Collections here will be shelved on 84" high shelf units.   Aisles will be at least 42" wide to accommodate access by library visitors of all abilities.

Acoustics: The Adult and Teen International Languages Collection should not pose unusual noise or sound control issues. Users here will not usually generate high noise levels, and browsing of the collections does not require an unusual level of concentration and quiet. If floors are carpeted, and building program adjacencies are followed, acoustics should be satisfactory.

Collections: Collections here will include books in non-English languages, primarily Chinese, though the makeup of the collections may shift over the years in response to changing

demographics. The collections will serve the needs of adults and teens and will be housed in 84" units with 8" or 10" shelves.

All collection aisles in the Adult & Teen International Languages Collections will be at least 42" wide to accommodate access by library visitors of all abilities. To facilitate visual control, the layout of the shelf units should allow library users and staff to glance into the stack aisles easily. This will also visually draw users into the aisles between the stacks, rather than presenting a formidable wall of shelves.

Slat-wall stack ends will be used here to allow for display and highlighting of the collections and to maximize the space's marketing appeal.

Shelving will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

Fenestration and Daylighting: Filtered natural lighting is highly desirable here, but direct sunlight on the collections should be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available.   Carpet, for comfort and sound control, is the preferred floor finish.

Shelving with an epoxy powder finish is preferred over enamel coatings.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: For collection stacks, provide 6 foot-candles minimum at a height of 12", and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the stack face. Overhead lighting over book stacks should be placed perpendicular to the stacks to provide more flexibility for any future reconfiguration of stack areas.

Plumbing: None

Security: To facilitate visual control and safety, the layout of the shelf units should allow library users and staff to glance into the stack aisles easily.

Seating: None

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, include end panel signs on all stacks to identify range contents. End panel signs should be in both English and the language of the materials housed there. An overhead sign may be used to draw attention to this area. If so, it will need to include multiple languages—probably English, Chinese and Spanish. Overhead signs must be placed a minimum of 89" above the floor and must have letters and numbers at least 3" high.

Refer to the *San Francisco Public Library Branch Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space.   Outlets can be wall-mounted 15" above the finished floor.

Components and Furnishings:

Adult & Teen Intl Languages Collection	Quantity	Item	SF/Item	Total SF
shelving, 84", for adult & teen international language books	14.0	section	10.30	144
total				144

3.9   Teen Area   **226 sq. ft.**

Functional Space Summary: Teen-aged students working on homework assignments frequently use the branch library after school. Teen collections of graphic novels are one of the heaviest circulating collections for the Ingleside Branch Library. Community input from neighborhood educators shows an interest in having collections and spaces that encourage teen use of the Ingleside Branch Library.

This age group will be encouraged to use the entire facility—computers, audiovisual materials and nonfiction collections for teens will be located with the adult collections. However, it is important to establish an area that teens can identify as their own, where they can study and visit with friends, and where fiction, graphic novels and magazine collections will draw their interest.

Seating and décor here should be age appropriate. Seats are likely to be tipped back, and moved around the space, and some seating should allow for "sprawling". The space needs some separation from other areas, especially those intended for quiet reading. At the same time, this area needs to be within a clear line of sight from the Service Desk, to allow staff to monitor activity here. The space should have more relationship to the adult spaces of the building than to the children's spaces, but should have a youthful ambience.

Seating is shown at both a round table, and in lounge chairs with tablet arms. These lounge seats should be casual and comfortable, with tablet arms that swing in/out so that the tablet surface can be used for writing/computing or pushed out of the way as each user prefers. Wall-mounted display space is needed for posters, artwork and announcements of upcoming events of interest to this age group.

Spatial Relationships and Visual Control: The teen area will provide core services to Ingleside neighborhood youth. The area should be located prominently to capture teen interest and to draw them into the space. However, this is likely to be an active and sometimes noisy space, so it must not be located too close to areas of the library meant for quiet reading and study.

The area will offer a variety of fiction, graphic novel and magazine collections of special interest to this age group, but teens will also need to make connections with other areas of the library to satisfy their need for collections and computers to support their studies and personal interests. It will be important to provide a clear line of sight between this space and the Service Desk so that staff there can provide assistance and can monitor the Teen Area. Sight lines will also be needed between this space and the Nonfiction Circulating Books, and Computers for Adults & Teens.

Teens will also be users of the Adult & Teen International Languages Collection and Audiovisual Media for Adults, Teens & Children. Teens are not expected to find it troublesome to move to these collection areas as needed, but they do not to be proximate to the Teen Area.

Adjacencies: None

Sight Lines To: 2.2   Service Desk
                          3.3   Computers for Adults & Teens
                          3.4   Nonfiction Circulating Books

Proximate: 3.7   Audiovisual Media for Adults, Teens & Children
                        3.8   Adult & Teen International Languages Collection

Occupancy: public, 1-6 seated at lounge chairs or table

Access: New and display books and also magazines in the Teen Area will be shelved in 66" high shelf units—ADA requirements call for shelf units to be no higher than 66" for current periodicals. Fiction and graphic novels will be shelved in 84" units. Stack aisles will be at least 42" wide to accommodate access by teens of all abilities.

Acoustics: This area needs to be acoustically separated from the general public space and well away from quiet reading areas. Use sound-absorbing materials, ceiling soffits or other architectural strategies to prevent the noise generated by teens here from intruding unduly into surrounding areas.

Collections: The teen book/magazine collections will include:
- New and display books, shelved in 66" high units with 8" or 10" shelves;
- English and Chinese graphic novels, shelved in 84" high units with 8" or 10" shelves;
- Mass market paperbacks, shelved on spinner units inset into standard steel, 84" shelving uprights, with each spinner unit having a capacity of 288 volumes; and
- Teen magazine current issues, shelved in 66" high units on slanted display shelves that are hinged to lift up, exposing a flat shelf below.

All collection aisles in the teen area will be at least 42" wide to accommodate access by teens of all abilities. To facilitate visual control, the layout of the shelf units should allow library users and staff to glance into the stack aisles easily. This will also visually draw users into the aisles between the stacks, rather than presenting a formidable wall of shelves.

Slat-wall stack ends will be used here to allow for display and highlighting of the collections and to maximize the space's marketing appeal.

Shelving will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

All 66" shelf units must include canopy tops so that the stacks in these lower shelves will look finished and tidy.

Fenestration and Daylighting: Filtered natural lighting is highly desirable here, but direct sunlight on the collections or seating should be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

Finishes: Interior design in the teen area should provide an age appropriate, contemporary, hip atmosphere. The space should have more relationship to the adult spaces of the building than to the children's spaces, but should have a youthful ambience.

Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available.   Carpeting is the preferred floor finish here for comfort and sound control.

Finishes on the 4-place, round table and chairs here should be durable and vandal resistant. The tabletop should be replaceable or able to be refinished. If upholstery is used on the reader chairs, it must be easily cleaned and able to stand up to repeated cleaning.   Consider specifying chairs here with a sled base so that they can be scooted on the carpeted floor and can tip back without being as likely to topple over. Wire management must be included at the table to manage cables and cords safely and attractively.

Lounge seats shown here should be casual and comfortable, with tablet arms that swing in/out so that the tablet surface can be used for writing/computing or pushed out of the way as each user prefers.

Display space is needed for wall-mounted posters, artwork and announcements of upcoming events of interest to this age group.

All 66" shelf units must include canopy tops so that the stacks in these lower shelves will look finished and tidy.

Shelving with an epoxy powder finish is preferred over enamel coatings.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

Wireless service and/or hardwiring should be available at the user table in this area to allow for use of laptop computers and other hand-held computing devices. Wireless service should be available at the lounge seats with tablet arms, to allow for use of laptop computers and other hand-held computing devices.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: For collection stacks, provide 6 foot-candles minimum at a height of 12", and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the stack face. Overhead lighting over book stacks should be placed perpendicular to the stacks to provide more flexibility for any future reconfiguration of stack areas.

At the reader table and lounge seats located here, provide 30-40 foot-candles.

Plumbing: None

Security: Staff at the Service Desk should be able to visually monitor activity here.

To facilitate visual control and safety, the layout of the shelf units should allow library users and staff to glance into the stack aisles easily.

Seating: Seating and décor here should be age appropriate. Seats are likely to be tipped back, and moved around the space, and some seating should allow for "sprawling".

Four reader seats will be required at the round, 4-place table here, and two lounge seats, with tablet arms are required.

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, signs will be needed to help library users locate the teen area. If an overhead sign is used it must be placed a minimum of 89" above the floor and must have letters and numbers at least 3" high. Signage here should include end panel signs on all stacks to identify range contents.

Refer to the *San Francisco Public Library Branch Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide wireless service and/or hardwiring at the user table in this area to allow for use of laptop computers and other hand-held computing devices.   For hardwiring purposes this will require one single data drop (jack) per reader seat at the table, with associated power of one duplex power receptacle for every data drop provided. Outlets here can be wall-mounted 6" above the tables, wall-mounted 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). Data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Wireless service is required in the teen area to provide flexibility for use of hand-held computing devices, especially at the lounge seats with tablet arms.

Provide wire management for the reader table to manage wires/cables safely and attractively.

Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space. Outlets can be wall-mounted 15" above the finished floor.

Components and Furnishings:

Teen Area	Quantity	Item	SF/Item	Total SF
chairs, lounge, public w/ tablet arms	2.0	chair	35.00	70
chairs, reader, public @ 4-place round table	4.0	chair	22.00	88
table, 4-place, round, public (sq. ft. included w/ chairs)	1.0	table	n.a.	n.a.
shelving, 66", w/ slatwall endpanels for teen new & display	0.2	section	10.30	2
shelving, 84", w/ slatwall endpanels, for teen fiction & genre	2.1	section	10.30	21
shelving, 84", w/ slatwall endpanels, for teen graphic novels	0.8	section	10.30	9
shelving, 84", w/ slatwall endpanels, for teen graphic novels (Chinese)	0.9	section	10.30	9
shelving, 84", spinners inset in shelf unit for teen paperbacks	0.9	section	10.30	9
shelving, 66" slanted, hinged w/ flat shelf below for teen magazine display & back-files	1.7	section	10.30	17
wall-mounted display boards for posters, teen art projects, etc.	TBD	board	n.a.	n.a.
clock, wall, battery powered	1.0	clock	n.a.	n.a.
receptacle, trash	1.0	receptacle	in GSF	in GSF
total				226

3.10   Copy Center   **74 sq. ft.**

Functional Space Summary: A coin-op photocopier and associated small equipment will be needed in the branch library, and the copy area will serve walk-in traffic as well as library users. In addition to the public copy machine, this space will contain small equipment that may include a change machine, a debit card dispenser, a hole punch, stapler, etc. It will require a small work counter with a locking storage cabinet below.

When planning the wiring and communications service for the building, plan for a network connection for the copy machine so that jobs can be sent directly from staff and/or public computers to the photocopier.

This area needs to be convenient to the reference collections and should be visible from the Service Desk. It can be a noisy area, so it should be somewhat separated for acoustical buffering, but not in an enclosed space. HVAC requirements must incorporate adequate ventilation in this area to prevent odors from the machine becoming intrusive to users.

Spatial Relationships and Visual Control: Staff at the Service Desk will provide basic maintenance of the photocopy equipment (paper, toner, placing service calls), and will assist users of the equipment as needed, so they require a clear sight line to the copy center. The copy center should be located within sight of the reference collections—these materials cannot be checked out of the library, so users will frequently copy from them.

The copy center will serve walk-in traffic as well as library users, so it should be proximate to the main path of travel through the library.

Adjacencies: None

Sight Lines To: 2.2   Service Desk
                          3.2   Reference Collection

Proximate: Main Path of Travel

Occupancy: public, 1 – 2 standing

Access: There should be sufficient circulation space in the copy center to accommodate a person in a wheelchair or up to two simultaneous users at the photocopy machine and the adjacent work counter.

Acoustics: The copy center space should be designed so that noise generated by the equipment here is effectively contained.

Collections: None

Fenestration and Daylighting: Filtered natural lighting is desirable here, but not required.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors

that are widely available. This will be a high traffic area, so carpeting, which is the preferred floor finish, should be highly durable and able to stand up to repeated cleaning.

Finishes for the storage cabinet and work counter here should be in keeping with other interior design elements. Cabinets should be lockable and the counter surface should be scratch resistant and replaceable without undue expense. Include a generous backsplash on the counter to protect the wall above the counter from smudges and bumps from the small equipment located here.

Flexibility and Expandability: The copy center should be in an alcove rather than a separate room.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Copy machines emit particulates, so venting of this area must be sufficient to allow it to meet all current industry air quality standards.

Lighting, Artificial: 20-30 foot-candles minimum measured horizontally at the work counter or copy machine surface.

Plumbing: None

Security: Standard

Seating: None

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, signage will be needed to help library users find/identify the copy center. If an overhead sign is used it must be placed a minimum of 89" above the floor and must have letters and numbers at least 3"high.

Refer to the *San Francisco Public Library Branch Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: One black & white photocopier with a coin-op/debit card feature will be housed here.

Provide one standard quad communications outlet (one voice and one data) co-located with associated power for the copy machine and coin/card payment system that provides network capability with public/staff computers so that copy/print jobs can be sent directly to the photocopier.

Wire management for the copier and support small equipment should be planned at the work counter and behind the photocopy machine.

Provide safety capped, grounded duplex electrical outlets to meet general power needs in this space.

Outlets can be wall-mounted at 6" above the work surface or wall-mounted 15" above the finished floor.

Components and Furnishings:

Copy Center	Quantity	Item	SF/Item	Total SF
photocopier, networked, public, B&W copy machine	1.0	photocopier	46.00	46
coin/card operating vending unit associated w/ photocopier		unit	n.a.	n.a.
counter, work for small equipment, 5'Lx3'D +circulation	1.0	counter	24.00	24
cabinet, storage, locking below counter (sq. ft. included w/ counter)	1.0	cabinet	n.a.	n.a.
bin, recycling	1.0	bin	4.00	4
receptacle, trash	1.0	receptacle	in GSF	in GSF
total				74

4.1   Children's New Books, Display and Magazines   16 sq. ft.

Functional Space Summary: This is a small area with big impact. It will serve as the gateway to the children's section of the branch library and should set the tone of the Children's Area, acting as a transition zone to a more child-focused space. It is important that this transitional space be interesting and colorful to draw children and families into the rest of the area. The space needs to be highly visible from the main path of travel toward the children's area. It will include 66" high magazine display shelving for children's periodicals and 66" high shelving for children's new and display books.

Spatial Relationships and Visual Control: This is the entrance to the entire Children's Area, which will provide core services to children and families of the Ingleside neighborhood. This space should have functional adjacency to every space in the Children's Area. The area should be located prominently, along the main path of travel to the Children's Area, to capture children's interest and to draw children and families into the space beyond—into the children's services area of the library. The Children's Area of the library will be appropriately active and sometimes noisy, so it should be separate from adult areas and it should be well away from areas of the library meant for quiet reading and study.

It will be important to provide a clear line of sight between this space and the Service Desk so that staff there can provide children and families with assistance and can monitor activity in the Children's Area.

If possible, users of the Children's Area should be able to reach this space without passing through large areas of the library, so it should ideally have a proximate relationship to the main library entrance.

Adjacencies: Children's Area

Sight Lines To: 2.2   Service Desk

Proximate: Library Entrance

Occupancy: public, 1-2 standing

Access: Collections here will all be shelved in 66" high shelf units so that children will be able to access the collections. Stack aisles will be at least 42" wide to accommodate access by children and family members of all abilities.

Acoustics: This transitional area will mark the division between general areas of the library and children's services. Therefore, it should also mark the division into the noisier, more boisterous children's area. This space and the entire children's area needs to be acoustically separated from the general public space and well away from quiet reading areas. Use sound-absorbing materials, ceiling soffits or other architectural strategies to prevent the noise appropriately generated by children here from intruding unduly into surrounding areas.

Collections: Children's collections in this small area will include:
- New and display books, shelved in 66" high shelves with 8" or 10" shelves, with some books displayed face out; and
- Children's magazine current issues, shelved in 66" high shelf units on slanted display shelves that are hinged to lift up, exposing a flat shelf below.

Collection aisles in this entry/display area will be at least 42" wide to accommodate browsing and easy access by children and families of all abilities.

Shelving will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

All 66" shelf units must include canopy tops so that the stacks in these lower shelves will look finished and tidy.

Fenestration and Daylighting: Filtered natural lighting is highly desirable here, but direct sunlight on the collections should be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

Finishes: This space should set the tone for the children's area of the library, so the interior design should be colorful and playful and child appropriate, while retaining the vision of the overall design package. Include wall mounted display boards here to help set the tone of the space.

The main sign identifying this area should be appropriately designed to lead users into a child-focused space.

Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available. Carpeting is the preferred floor finish here for comfort and sound control.

All 66" shelf units must include canopy tops so that the stacks in these lower shelves will look finished and tidy.

Shelving with an epoxy powder finish is preferred over enamel coatings.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Ensure that the materials displayed in this space are well-lighted, enhancing the retail merchandising quality of the space. Consider using downlights to emphasize the area and provide 6 foot-candles minimum at a height of 12", and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the book stack face.

Plumbing: None

Security: Staff at the Service Desk must be able to visually monitor activity here.

Seating: None

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, signs will be needed to help library users locate the Children's Area, and the main sign here should be appropriately designed to lead users into a child-focused space. If overhead signage is used it must be placed a minimum of 89" above the floor and must have letters and numbers at least 3"high.

Refer to the *San Francisco Public Library Branch Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space.

Outlets can be wall-mounted 15" above the finished floor.

Components and Furnishings:

Children's New Books, Display & Magazines	Quantity	Item	SF/Item	Total SF
shelving, 66", display style, for children's new books	0.6	section	10.30	6
shelving, 66", slanted, hinged w/ flat shelf below for children's magazine display & back-files	1.0	section	10.30	10
display boards, wall-mounted for posters etc.	TBD	board	na	n.a.
total				16

4.2   Computers for Children   **140 sq. ft.**

Functional Space Summary: Continuing the response to community input regarding computer access, computers for children will be available in the Children's Area of the branch library. This space will contain four sit-down computer workstations for children and their families.

Spatial Relationships and Visual Control: Computer access will be a core service for the Children's Area of the library, so the Computers for Children should be adjacent to all other services and collections provided in the Children's Area.

Staff from the Service Desk will frequently move through this public access computer area, monitoring activity, responding to questions and providing support for electronic research. Therefore, it will be important for users at the Computers for Children area and staff at the Service Desk to have a clear line of sight to one another.

Adjacencies: Children's Area

Sight Lines To: 2.2   Service Desk

Proximate: None

Occupancy: public, 1-4 seated at computer workstations

Access: Workstations must be sized to provide a work surface sufficient for users to work at the computers using books and papers.

These public computers should include the availability of specialized keyboards or international keyboards, and software to accommodate users who speak/write in English or in other languages.

Task chairs at the workstations should be height adjustable, with simple mechanisms that offer a wide range of heights to accommodate children and family members.

Acoustics: The clicking of computer keys and conversations between people working together or with library staff at computer stations can be somewhat distracting. Use sound-absorbing materials, ceiling soffits or other architectural strategies to prevent the noise generated by the computers from intruding unduly into surrounding areas.

Collections: None

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available.   Carpeting is the preferred floor finish here for comfort and sound control. Task chairs will be repeatedly rolled/scooted across the floor in front of the computer stations, so the carpet must hold up to heavy wear and have a low loop that does not catch in casters.

Finishes on computer workstation furniture must be highly durable, vandal resistant and easily cleaned, as the computer stations will be used constantly.   Task chairs should be adjustable for

individual differences. If upholstery is used on the chairs, it must be easily cleaned and able to stand up to repeated cleaning.   Furnishing styles and colors should be in keeping with the children's area and the interior design package for the library. Wire management will be required at each workstation to manage wires/cabling safely and attractively.

Fenestration and Daylighting: Filtered natural lighting is desirable here, but great care must be taken with orientation in order to avoid screen glare.

Flexibility and Expandability: The library should be designed with a technology infrastructure that can support approximately twice the number of public computer stations that are called for in this building program—so up to 38 public workstations throughout the public areas of the building.   Although the computers in this area will have hard-wired connections, the building should include wireless service for future flexibility and the use of hand-held computing devices. Computer workstations should be modular rather than permanently fixed in place, and task chairs should be height adjustable. Do not use ganged furnishings, as these limit future layout adjustments.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Provide 20-30 foot-candles. Great care should be taken with lighting to eliminate or reduce screen glare.

Plumbing: None

Security: Staff must be able to monitor activity here, so, while each person at a computer station should have a minimal level of privacy, staff also need to have excellent visual control of the area to avoid inappropriate behavior.

Equipment and service cables will need to be secured against vandalism and theft.

Seating: One, adjustable task chair will be required at each of the 4 sit-down computer workstations. Chairs will need to be highly durable, adjustable, and easily cleaned.

Signage: At the discretion of the library staff and planners, signage identifying the computer area here may be required. If overhead signage is used it must be placed a minimum of 89" above the floor and must have letters and numbers at least 3"high.

Refer to the *San Francisco Public Library Branch Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide one standard quad communications outlet (two voice & two data) co-located with associated power at each computer workstation.   All computer workstations must be networked to have access to the printer located here.

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power for the printer located here.

Provide safety capped, grounded duplex electrical outlets to meet general power needs in this space.

Outlets can be wall-mounted at 6" above the work surface, wall-mounted 15" above the finished floor, or in recessed floor boxes.

Provide wire management for all computer workstation furnishings to manage wires/cables safely and attractively.

Wireless service is required in the building to provide flexibility for use of hand-held computing devices.

Components and Furnishings:

Computers for Children	Quantity	Item	SF/Item	Total SF
workstation, computer, public, sit-down w/1 seat	4.0	workstation	32.00	128
chair, task, public @ computer workstation (sq. ft. included w/ workstation)	4.0	chair	na	n.a.
computers, public @ workstations (sq. ft. included w/ workstations)	4.0	computer	na	n.a.
printer, networked, public, on supply cabinet	1.0	printer	12.00	12
cabinet, supply for printer (sq. ft. included w/ printer)	1.0	cabinet	na	n.a.
clock, wall, battery powered	1.0	clock	n.a.	n.a.
receptacle, trash	1.0	receptacle	in GSF	in GSF
total				140

4.3   Children's Circulating Books   **313 sq. ft**.

Functional Space Summary: This space will include shelving for fiction, children's holiday collections, a limited amount of children's nonfiction (the majority of children's nonfiction will be interfiled with adult and teen nonfiction.), and children's international language books.

Seating at 4-place tables for reading and study by elementary and middle school age children will be adjacent to the shelving.

Spatial Relationships and Visual Control: The children's book collections will provide a core service. While this large space within the children's area should be highly visible, it should not be the first thing that library visitors should see as they enter the children's area. Instead, library user should be drawn into the children's area and then into the children's circulating books as their interest is piqued.   These circulating collections should be central to children's services, and there should be sight lines between them and each juvenile collection and service area.

Staff at the information service desk, and sometimes the circulation service desk, will sometimes work with library user in these collections to help them locate the books they need for information, schoolwork and entertainment, so these collections should have a proximate relationship with the service desks.

To facilitate visual control, the layout of the shelf units should allow library users and staff to glance into the stack aisles easily.

Adjacencies: Children's area

Sight Lines To: Children's area

Proximate: 2.2 Service Desk

Occupancy: public, 2-8 seated at tables

Access: Collections here will be shelved on 66" high shelf units so that children can reach them. Aisles will be at least 42" wide to accommodate access by young library visitors and families of all abilities.

One of the two, 4-place tables here should be ADA compliant, to accommodate young users in wheelchairs.

Acoustics: The Children's Circulating Books should not pose unusual noise or sound control issues within the children's services area. However, the entire Children's Area should be acoustically separated from the general public space, and well away from quiet reading areas.

Collections: In the Ingleside Branch Library, the Children's Circulating Books will include:
- Children's English language fiction, shelved in 66" high units with 8" or 10" shelves;
- Children's International languages collections, shelved in 66" high units with 8" or 10" shelves; and
- Children's English language nonfiction (most nonfiction is interfiled with adult and teen nonfiction) and holiday books, shelved in 66" high units with 8" or 10" shelves.

All collection aisles in the children's circulating books will be at least 42" wide to accommodate access by young library visitors and families of all abilities. To facilitate visual control, the layout of the shelf units should allow library users and staff to glance into the stack aisles easily. This will also visually draw users into the aisles between the stacks, rather than presenting a formidable wall of shelves.

Slat-wall stack ends will be used here to allow for display and highlighting of the collections and to maximize the space's marketing appeal.

All 66" shelf units must include canopy tops so that the stacks in these lower shelves will look finished and tidy.

Shelving will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

Fenestration and Daylighting: Filtered natural lighting is highly desirable here, but direct sunlight on the collections or seating should be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

Finishes: Finishes and furnishing styles and colors should be in keeping with the children's area and the interior design package for the library. Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available.   Carpet, for comfort and sound control, is the preferred floor finish.

Finishes on the 4-place tables and the chairs should be durable and vandal resistant. The tabletops should be replaceable or able to be refinished. If upholstery is used on the chairs, it must be easily cleaned and able to stand up to repeated cleaning.

All 66" shelf units must include canopy tops so that the stacks in these lower shelves will look finished and tidy.

Shelving with an epoxy powder finish is preferred over enamel coatings.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

Wireless service should be available at the user tables in this area to allow for use of laptop computers and other hand-held computing devices.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: For collection stacks, provide 6 foot-candles minimum at a height of 12", and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the stack face. Overhead lighting over book stacks should be placed perpendicular to the stacks to provide more flexibility for any future reconfiguration of stack areas.

At the reader tables located here, provide 30-40 foot-candles.

Plumbing: None

Security: To facilitate visual control and safety, the layout of the shelf units should allow library users and staff to glance into the stack aisles easily.

Seating: Seating at 4-place tables for reading and study by elementary and middle school age children will be adjacent to the shelving. Eight reader seats will be required at 2 tables. One table should be ADA compliant for children.

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, include end panel signs on all stacks to identify range contents.

Refer to the *San Francisco Public Library Branch Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide wireless service for the user tables in this area to allow for use of laptop computers and other hand-held computing devices.

Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space. Outlets can be wall-mounted 15" above the finished floor.

Components and Furnishings:

Children's Circulating Books	Quantity	Item	SF/Item	Total SF
chairs, reader, child height public @ 4-place rectangular tables	8.0	chair	25.00	200
table, 4-place rectangular, child height, public (sq. ft. included w/ chairs)	1.0	table	na	n.a.
table, 4-place, rectangular, child height, public, ADA compliant (sq. ft. included w/ chairs)	1.0	Table ADA	na	n.a.
shelving, 66", w/ slatwall endpanels, for children's fiction	5.8	section	10.30	59
shelving, 66",w/ slatwall endpanels, for children's non-interfiled nonfiction & holiday books	3.1	section	10.30	32
shelving, 66", w/ slatwall endpanels, for children's international languages collection	2.1	section	10.30	21
clock, wall, battery powered	1.0	clock	n.a.	n.a.
receptacle, trash	1.0	receptacle	in GSF	in GSF
total				313

4.4   Children's Picture Books, Board Books and Easy Readers   289 sq. ft.

Functional Space Summary: This space will be devoted to serving the branch's youngest clientele—babies, toddlers, preschoolers and younger elementary school age children as well as their parents and caregivers. The Ingleside service area has a higher percentage of children than is typical in San Francisco as a whole, and this is likely to be a popular section of the branch library.

Located in a highly visible space within the Children's Area, this area needs to be child-friendly, safe and secure and acoustically separated from areas for adults. It needs to be laid out so that it "contains" its visitors, discouraging young children from wandering away unattended. There must be a clear line of sight into this space from the Service Desk.

Books here will be shelved on appropriately low shelving, with canopy tops for displays, placement of learning toys/tools and baskets of board books.

This space needs a comfortable ambience in which families can enjoy finding and reading books together. Seating includes toddler sized table seating and a 2-person lounge chair so that parents, siblings or caregivers can sit and read with young children.

There is a small, open play area for hands-on learning toys such as puzzles and alphabet blocks, etc.

Children from this area will move to the Program Room for story times.

Spatial Relationships and Visual Control: The children's picture book collections will provide one of the most popular services in the library. This collection will be central to children's services, and there should be sight lines between it and other juvenile collection and service areas.

Parents/caregivers will generally be with young children in these collections, but library staff at the Service Desk will need to have a clear line of sight into this area to monitor activity and assist users as needed.

For the sake of convenience and so as not to disturb other library users, the picture book area should have a proximate relationship to the public restrooms so that parents and children can easily visit the facilities.

Adjacencies:	Children's Area
Sight Lines To:	1.3 Program Room
Proximate:	1.4 Public Restrooms
Occupancy:	public, 4–8 seated at toddler-sized table, seated at 2-person lounge seat, or browsing the collections

Access: Collections here will be shelved on 48" high shelf units so that young children can reach them. Aisles will beat least 42" wide to accommodate access by young library visitors and families of all abilities.

The 4-place table here will be toddler sized so that very young children can get in and out of the seats.

Acoustics: This area of the library will generate significant noise, because enthusiastic and energetic young children will play, read, and browse books with parents and siblings. The area should be designed so that young children can be appropriately noisy without infringing on the needs of other library users. Designers should use sound absorbing materials, and other architectural strategies to buffer this area from the adjacent spaces to prevent noise from intruding unduly into other areas. Sound insulation should be employed to reduce transmission of conversation and other noise from this space to the library proper.

Collections: In the Ingleside Branch Library, the children's picture book and parenting collections will include:
- Picture books, shelved in 48" high units with 12", slotted shelves; and
- Easy reader books, shelved in 48" high units with 12", slotted shelves.

All collection aisles in the children's picture books will be at least 42" wide to accommodate access by young library visitors and families of all abilities. To facilitate visual control, the layout of the shelf units should allow library users and staff to glance into the stack aisles easily. This will also visually draw users into the aisles between the stacks, rather than presenting a formidable wall of shelves.

Shelving will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

All 48" shelves will need to have durable canopy tops to give a finished look to the area and to provide additional display space—wood core/laminate canopy tops are much preferred over metal canopy tops on these lowest shelf units for appearance and sturdiness.

Fenestration and Daylighting: Filtered natural lighting is highly desirable here, but direct sunlight on the collections or seating should be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

Finishes: Finishes and furnishing styles and colors should be in keeping with the children's area and the interior design package for the library. Wall finishes here must be especially durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available.   Carpet, for comfort and sound control, is the preferred floor finish, and must be able to stand up to frequent cleaning.

Finishes on the 4-place table and the chairs should be durable and washable. The tabletop should be replaceable or able to be refinished. Avoid using upholstery on the chairs at the toddler's table. Upholstery at the 2-place lounge seat must be highly durable, easily cleaned and able to stand up to repeated cleaning.

Shelves will need to have durable canopy tops to give a finished look to the area and to provide additional display space—wood core/laminate canopy tops are much preferred over metal canopy tops here for appearance and sturdiness.

Shelving with an epoxy powder finish is preferred over enamel coatings.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: For collection stacks, provide 6 foot-candles minimum at a height of 12", and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the stack face.

At the reader table located here, provide 30-40 foot-candles.

Plumbing: None

Security: This area should "contain" its young visitors so that toddlers do not wander off, out of sight of parents/caregivers. The picture book area should provide excellent, casual visual control by parents, staff and general library users throughout the picture book area, including between stacks.

Seating: Seating will be at a 4-place table that is toddler sized and at one 2-place lounge seat where children and parents/caregivers/siblings will read together.

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, include end panel signs on all stacks to identify range contents. To identify the picture book area, it will be a library and planning staff decision whether to use signage or design/décor elements, or both to define the usage. If overhead signage is used, it must be placed a minimum of 89" above the floor and must have letters and numbers at least 3" high.

Refer to the *San Francisco Public Library Branch Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space. Outlets can be wall-mounted 15" above the finished floor.

Components and Furnishings:

Children's Picture Books, Board Books & Easy Readers	Quantity	Item	SF/Item	Total SF
chairs, reader, toddler-sized, public @ 4-place round tables	4.0	chair	22.00	88
table, toddler-sized, round, public (sq. ft. included w/ chairs)	1.0	table	na	n.a.
chair, lounge, public, 2-place	1.0	chair	45.00	45
shelving, 48", w/ canopy top, for children's picture books	3.9	section	11.25	44
shelving, 48", w/ canopy top, for children's easy readers	3.6	section	10.30	37
baskets for board books, on canopy tops of picture book shelves	4.0	basket	n.a.	n.a.
open play space for toddlers w/ learning toys/tools	1.0	space	75.00	75
toys and learning tools	TBD	toys	n.a.	n.a.
floor cushions for toddlers	20	cushion	n.a.	n.a.
total				289

5.1   **Branch Manager's Office**   **98 sq. ft**.

Functional Space Summary: This space is the office of the Branch Librarian. It should be located adjacent to the staff work area as well as being easily accessible from the library's public space. The office needs a desk, an ergonomic chair, a lateral file, a guest chair and one section of full height shelving. The surface of the desk should be height adjustable, and it needs to accommodate a computer, dedicated printer and telephone handset.

Spatial Relationships and Visual Control: The Branch Manager's Office will need to be adjacent to the library staff work area for collaboration; and library users who wish to speak privately with the branch manager will need to be able to locate the office on a main path of travel through the library.

If design allows, the Branch Manager's Office should ideally have an outside window.

Adjacencies: 5.2   Staff Work Room, Sorting & Returns

Sight Lines To: None

Proximate: Public Access via Main Path of Travel
                               Exterior window

Occupancy: staff, 1 – 2 seated

Access: Access to the Branch Manager's Office should be from a main path of travel through the library, which is at least 42" wide. The doorway into the office must be at least 36" wide to accommodate passage of a wheelchair. This will be a locked space when not in use, with access limited to staff. Office furnishings should be height adjustable so that staff members with disabilities can use the office efficiently and comfortably.

Acoustics: Sound insulation should be employed to reduce transmission of conversations and other noise from this space to the library proper.

Collections: Professional collections will be shelved on a section of full-height (approx. 84") shelving here. Either steel or wood shelving is acceptable.

Fenestration and Daylighting: Natural lighting is highly desirable here, but not at the cost of design for public spaces. Interior glazing or glazing in the office door should visually connect this space to adjacent library spaces. Exterior windows in staff areas can be operable and should be provided with easily operable interior shades or blinds to control the penetration of direct sunlight and glare. Take great care with orientation to avoid computer screen glare. If windows are operable they must be coordinated with the building security alarm system.

Finishes: Wall and floor finishes should be durable, washable and renewable without undue expense. The floor should be carpeted for comfort and sound control.

Flexibility and Expandability: Avoid permanent, built-in millwork here, and use partition, not load-bearing walls.

HVAC: Separate temperature control is required. Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Provide 20-40 foot-candles average, measured horizontally at the work surface and carefully planned to avoid computer screen glare. Provide a task light on the desk. As an energy-saving feature, consider motion-activated light sensors in this space.

Plumbing: None

Security: Access to this space is limited to staff. The door should be lockable, and the hardware must allow for staff inside the room to exit without a key, so that they cannot be inadvertently locked in the room. Include glazing in the wall and/or door so that there is a visual connection to the public area of the library.

If exterior windows are operable they must be coordinated with the building security alarm system.

Seating: One staff adjustable task chair at workstation and one public guest chair.

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, signage on the exterior of the room must indicate the number/name/function of the Branch Manager's Office. Room/space signage must be installed on an exterior wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

A sliding nameplate slot may also be included here.

Refer to the *San Francisco Public Library Branch Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at the primary workstation location, mounted on the wall 6" above the desk or 15" above the finished floor.

Provide standard, grounded duplex electrical wall outlets to meet general power needs in this space. Outlets should be wall-mounted at 15" above the finished floor.

Wire management must be included in all furnishings here to manage cables and cords safely and attractively.

Components and Furnishings:

Branch Manager's Office	Quantity	Item	SF/Item	Total SF
desk set, staff, adjustable height	1.0	desk set	50.00	50
chair, task, staff @ desk (sq. ft. included w/ desk set)	1.0	chair	n.a.	n.a.
chair, guest	1.0	chair	22.50	23
computer, staff @ desk (sq. ft. included w/ desk set)	1.0	computer	n.a.	n.a.
printer, dedicated, staff @ desk (sq. ft. included w/ desk set)	1.0	printer	n.a.	n.a.
shelving, 84"	1.0	section	10.00	10
file, lateral	1.0	file	15.00	15
board, bulletin		board	n.a.	n.a.
key closet, locking, wall-mounted		key closet	n.a.	n.a.
clock, wall, battery powered	1.0	clock	n.a.	n.a.
receptacle, trash	1.0	receptacle	in GSF	in GSF
total				98

5.2   Staff Work Room, Sorting & Returns   **434 sq. ft.**

Functional Space Summary: Three main functions will take place within this space:
- Branch staff work on back-of-house tasks;
- Materials returns and sorting; and
- Delivery, mail sorting and transfer of shared borrowing materials.

When not working directly with the public at the Service Desk, in public areas or offsite, the branch library staff will use this space to accomplish a variety of back-of-house tasks, including the processing of returned materials.

The space should facilitate collaboration, but also allow individual staff members to concentrate on demanding tasks, so excellent acoustics will be needed. Lighting must be sufficient to accomplish deskwork and must also avoid screen glare on computers.

The branch library has a small staff, so this work area will need to be convenient to the Service Desk so that staff can quickly move to the public area to assist library users. At the same time, it should be screened from direct public view.

Three individual, modular workstations will be available in the work area—for the Librarian I, the Senior Library Technician, and for the Library Assistant. Each workstation will need a computer, a phone handset, and a set of under-desk files. Furnishings, including task chairs and work surfaces, should be selected to meet ergonomic standards and should be easily adjustable to individual needs.

A shared worktable or counter will be used by Library Pages and others working on a variety of tasks. Storage below this work surface should include some flat storage for posters, poster board, large sheets of paper, etc.

Library users will return their borrowed materials through sets of return drops located either on the exterior or the interior of the building. All of these return drops must empty directly into the Sorting & Returns area, located here in the Staff Work Room. A total of four return slots will empty into this space. A large, depressible book bin will be placed under each slot. Two additional bins (bins shown in space 1.2 Materials Return Slots of this program) will be placed close to this location, to be moved into place as bins are filled. The exterior return slots/bins must be located within a fire-rated enclosure to prevent vandalism.

Staff in this area will clear the returned items and place them on book trucks for re-shelving. The return slot area needs to be designed to prevent the noise of materials dropped through the slots from intruding unduly on either public or staff spaces.

The sorting area needs to accommodate up to 10 book trucks at one time. An easily operated, wide door needs to lead from this space into the public area, and the space needs to be adjacent to the Service Desk.

An adjustable height returns worktable will be located near the returns area, to accommodate an online terminal and sensitizer/desensitizer. There must be sufficient space here to maneuver book trucks, and the area should be equipped with wall and corner bumpers to protect against bumps from book trucks.

Workstation/Work Counter Summary	
Modular workstations	3
Worktable or counter	2

Pick-up and delivery of shared borrowing materials will take place in the workroom, with delivery personnel accessing stacks of delivery bins. This function of the workroom should be closely associated with the Staff/Deliveries Entrance so that delivery personnel do not need to pass through the staff workroom to do their work. Staff mail sorting should be located adjacent to the pick-up and delivery area in the workroom.

When designing the workroom space and furnishings, the architects and interior designers should work closely with the library and branch library staff. Refer to the *San Francisco Public Library Branch Improvement Program Interior Design Standards* for guidance.

Spatial Relationships and Visual Control: The Staff Work Room, Sorting and Returns, is the hub of all back-of-house areas in the library.   A variety of duties will take place here, both "deskwork" at modular workstations and constant activity associated with handling and sorting returned collection items. Efficiency requires a number of direct adjacencies to this area, including the Service Desk so that staff can quickly move between the work room and the desk, the Branch Manager's Office so that the manager can supervise and can collaborate with other staff, and the Staff/Deliveries Entrance for pick-up and delivery of shared borrowing materials. The adjacency with the Staff/Deliveries Entrance should be at the edge of the Staff Work Room so that delivery personnel do not have to pass through the work room.

Clear sight lines will be needed between the Work Room and the Staff Room.

For the convenience of staff in the Work Room, if possible establish a proximate relationship between this space and the Supplies and Equipment Storage room.

Adjacencies:	1.2	Materials Returns Slots/Bins
	2.2	Service Desk
	5.1	Branch Manager's Office
	5.4	Staff/Deliveries Entrance

Sight Lines To: None

Proximate: 5.5   Staff Room

Occupancy: staff, 1–5 at workstations and worktable

Access: Access to the staff work area should be from a main path of travel through the library, which is at least 42" wide. The doorway into the area must be at least 36" wide to accommodate passage of a wheelchair. Access to this space will be limited to staff. The returns workstation and the modular workstations located here must have height adjustable work surfaces and task chairs so that staff members with either differences or disabilities can use the workstations efficiently and comfortably.

Acoustics: Book return slots, and sorting and handling duties can be noisy functions in a library so the Sorting and Returns portion of this space should be acoustically buffered so that noise generated here does not unduly impact library staff in the Work Room. The Work Room area of the space should be open, but also allow individual staff members to concentrate on demanding tasks, so excellent acoustics will be needed. Use sound-absorbing materials, ceiling soffits or other architectural strategies to buffer the staff work area from the adjacent spaces to prevent noise from intruding unduly and causing problems with concentration.

Collections: 84" shelving to support Sorting & Returns functions will accommodate returned materials that require additional attention. 84" shelving to support Work Room duties, such as program collections, mending, and materials being processed will also be housed here.

Fenestration and Daylighting: The Sorting and Returns functions of this space will not require natural light. If windows are used in this area they should be located high enough in the walls so that they do not interfere with book trucks or shelf units that support Sorting and Returns.

In the Work Room portion of the space, natural lighting is desirable. Exterior windows in staff areas can be operable and should be provided with easily operable interior shades or blinds to control the penetration of direct sunlight and glare. Take great care with orientation to avoid computer screen glare. If windows are operable they must be coordinated with the building security alarm system.

Finishes: Walls here should have finishes that are durable, washable and easy to renew. Corners and walls should be equipped with bumpers, because numerous book trucks will be moved in/out of this space. Carpet is the preferred flooring for comfort and sound control.

Staff workstations must be adjustable and must be planned and designed to meet ergonomic standards so as to support staff health and well-being. Work surfaces should be scratch resistant, and the choice of finishes for workstation, etc. should be in keeping with the interior design package for the library. Metal equipment such as files, should have an epoxy finish for durability.

Flexibility and Expandability: All staff workstations should be modular so that they can be moved and/or reconfigured as necessary, and they must be adjustable to meet the needs of staff with differences or disabilities. Technology and power should be sufficient to allow the workstation to be placed elsewhere in the room.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Good ventilation in this area will be important, because returning materials will produce dust and other particulates as they are handled and sorted.

Lighting, Artificial: Provide 20-40 foot-candles average, measured horizontally at the work surface and carefully planned to avoid computer screen glare. Provide a task light at each modular workstation.

Plumbing: None

Security: In order to prevent possible vandalism and damage to the building, a fire-rated enclosure will need to surround return bins that receive materials from the exterior return slots.

If windows in this area are operable they must be coordinated with the building security alarm system.

Seating: One staff adjustable task stool will be needed at the returns workstation, five staff adjustable task chairs will be needed for the modular workstations and the worktable.

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, signage on the exterior of the room must indicate the number/name/function of the Staff Work Room. Room signage must be installed on an exterior wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

A "staff only" designation sign should also be included here if the room is accessible from a public area.

Refer to the *San Francisco Public Library Branch Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each modular workstation location, mounted on the wall 6" above the work surface or 15" above the finished floor or in recessed floor boxes, and provide an additional outlet of this type on another wall that could accommodate the workstation if it is relocated in the future. Provide a telephone service outlet to accommodate one handset at each modular staff workstation.

Provide one standard quad communications outlet (two voice & two data) co-located with associated power at the returns workstation mounted on the wall 6" above the work surface or 15" above the finished floor.

Provide two standard, duplex communications outlets (one voice and one data) co-located with associated power to accommodate the staff printer and fax machine.

Provide a generous number of standard, grounded duplex electrical outlets to meet the general power needs in this space.   These outlets can be mounted on the wall 15" above the finished floor.

Wire management must be included in all furnishings here to manage cables and cords safely and attractively.

Components and Furnishings:

Staff Work Room, Returns & Sorting	Quantity	Item	SF/Item	Total SF
counter, mail/delivery sorting, 9' Lx 3'D + 25% circ. space, & staff mailbox pigeon holes above	1.0	counter	34.00	34
sorter, pigeon hole mail unit, wall-mounted (sq. ft. included w/ mail counter)	1.0	sorter	n.a.	n.a.
delivery tote box stacking space for shared borrowing materials (16 box capacity @ 4 boxes per stack)	4.0	stack	4.00	16
tote boxes for shared borrowing materials (sq. ft. included w/ stack space)	16.0	boxes	n.a.	n.a.
workstation, returns, adjustable height, staff	1.0	workstation	45.00	45
stool, task, staff @ returns workstation (sq. ft. included w/ wkstn)	1.0	stool	n.a.	n.a.
sensitizer/desensitizer for materials security system (sq. ft. included w/ workstation	1.0	unit	n.a.	n.a.
barcode reader (sq. ft. included w/ workstation)	2.0	reader	n.a.	n.a.
shelving, 84" for returns functions--snags, damaged items, etc	1.0	section	10.00	10
book truck	12.0	truck	8.00	96
workstation, modular, staff, 6'x6' & 25% circ space	3.0	workstation	45.00	135
chair, task, staff @ workstations (sq. ft. included w/ workstation)	5.0	chair	n.a.	n.a.
computer, staff @ workstations (sq. ft. included w/ workstation)	4.0	computer	n.a.	n.a.
telephone handset @ workstations	3.0	phone	n.a.	n.a.
files, mobile, under workstations	3.0	file	n.a.	n.a.
worktable, shared, staff, 6'L x 4'W + circulation w/ 2 task chairs	1.0	table	40.00	40
cabinet, storage to fit under worktable for flat storage of posters, papers, etc.	1.0	cabinet	n.a.	n.a.
shelving, 84", for general staff needs	3.0	section	10.00	30
printer, networked, staff on supply cabinet	1.0	printer	12.00	12
cabinet, supply for printer (sq. ft. included w/ printer)	1.0	cabinet	n.a.	n.a.
fax machine, staff, on stand	1.0	fax	12.00	12
Scanner	1.0	scanner	n.a.	n.a.
stand for fax machine (sq. ft. included w/ fax machine)	1.0	stand	n.a.	n.a.
board, bulletin, wall-mounted	1.0	board	0.00	0
board, white, wall-mounted	1.0	board	0.00	0
clock, wall, battery powered	1.0	clock	n.a.	n.a.
bin, recycling	1.0	bin	4.00	4
receptacle, trash	4.0	receptacle	in GSF	in GSF
total				434

5.3   Supplies and Equipment Storage   **65 sq. ft**.

Functional Space Summary: This storage area will be the primary storage space for office supplies, paper stock, forms, handouts and brochures, staff computer and copy machine supplies and other items needed to maintain operations. The supplies will be stored on standard and industrial full height shelving, or stacked in boxes on the floor.

There will also be storage space adjacent to the Program Room and in its kitchen area for meeting supplies, as well as separate storage in custodial and building maintenance supply areas.

Spatial Relationships and Visual Control: While no direct adjacencies or sight lines are required, the storage area should be convenient to staff in the Staff Work Room, Sorting & Returns.

To facilitate delivery of supplies, there should be a proximate spatial relationship between the storage area and the Staff/Deliveries Entrance.

Adjacencies: None

Sight Lines To: None

Proximate: 5.2   Staff Work Room, Sorting & Returns
                          5.4   Staff/Deliveries Entrance

Occupancy: not continuously occupied, occasionally occupied by 0-1staff

Access: Access to the storage space should be off of a corridor/room with at least 42" of available width to maneuver dollies/boxes, and wheelchairs in/out of the storage area. The door to this room should be locking and should be extra wide to facilitate moving materials in/out. Access will be limited to library staff.

Acoustics: Sound transmission is not of significant concern in this non-occupied space.

Collections: None, though materials will be stored on shelving here.

Fenestration and Daylighting: Natural light is not required here and windows are not needed/wanted in this space.

Finishes: Wall and floor finishes should be durable, washable and renewable without undue expense. The floor should be a hard surface to facilitate the movement of materials and equipment.

Flexibility and Expandability: This is a storage room, but to insure future flexibility, it should include HVAC system ducts, a communications outlet and a standard number of electrical outlets.

HVAC: This is a storage room, but to insure future flexibility, it should include HVAC system ducts.

Lighting, Artificial: Provide 15-25 foot-candles for this space, switched next to the entry door. As an energy-saving feature, consider motion-activated light sensors in this space.

Plumbing: None

Security: Access to this space is limited to staff. The door should be lockable, and the hardware must allow for staff inside the room to exit without a key, so that they cannot be inadvertently locked in the room.

Seating: None

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, signage on the exterior of the room must indicate the number/number/name/function of the Storage Room. Room/space signage must be installed on an exterior wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

The interior of the room should include any/all required fire and safety signs.

Refer to the *San Francisco Public Library Branch Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide standard, grounded duplex electrical wall outlets to meet general power needs in this space.

Provide one standard duplex communications outlet (one voice & one data) co-located with associated power to allow for conversion of the space to other uses in the future, if necessary/desired.

Outlets should be wall-mounted at 15" above the finished floor.

Components and Furnishings:

Supplies & Equipment Storage	Quantity	Item	SF/Item	Total SF
shelving, 84", for general storage needs	1.0	section	10.30	10
shelving, industrial, 80", for storage needs	1.0	section	15.00	15
clear floor space for box storage	1.0	space	40.00	40
total				65

5.4   Staff/Deliveries Entrance   **16 sq. ft.**

Functional Space Summary: This entrance will serve staff, custodial and delivery personnel. It should be directly adjacent to the Staff Work Room, Sorting & Returns.

This small space will act as a passageway to the Staff Work Room and the rest of the branch library. It needs enough space for easy maneuverability, and it must provide secure, unobtrusive code compliant parking space for staff bicycles.

The space needs extra wide doors, both on the exterior of the building and between this space and the Staff Work Room. An exterior buzzer for delivery notification is needed here, and there should be an overhang at the exterior entrance to protect the area during inclement weather.

Spatial Relationships and Visual Control: Staff or delivery personnel working directly with staff will use this entrance regularly, so it should be adjacent to the Staff Work Room, Sorting and Returns.

To facilitate loading and unloading of deliveries, there should be a proximate spatial relationship between this entrance and short term loading zone parking outside. All walkways leading to/from this entrance must be well-lighted for staff safety.

To ensure visual control, the exterior door to this entrance must have either a secure "peep hole" or safety glass glazing.

Adjacencies:	5.2	Staff Work Room, Sorting & Returns
Sight Lines To:	6.2	Custodial Closet & Supplies
Proximate:		Short term loading zone parking
		Well lighted exterior walkways
Occupancy:		staff/delivery, 0–2 in transit

Access: Exterior access to the Staff/Deliveries Entrance must include ramping to facilitate deliveries and to allow people with disabilities to easily access the doorway. Interior access should be via a generous corridor with at least 42" of available width to maneuver dollies/boxes, and wheelchairs, in/out of the building.   The door here must be fire-rated and have an automatic lock mechanism, and should be extra wide to facilitate moving materials in/out. Access will be limited to library staff and/or delivery personnel.

Acoustics: Sound transmission is not of significant concern in this non-occupied space.

Collections: None

Fenestration and Daylighting: Natural light is not required here and windows are not needed/wanted in this space.

Finishes: Wall and floor finishes should be durable, washable and renewable without undue expense. Wall and corner bumpers should be installed to protect against materials and equipment bumps. The floor should be a hard surface and non-slip to facilitate the movement of materials and equipment.

Flexibility and Expandability: The small size and the location of this space makes it unlikely that it will be changed/expanded.

HVAC: During deliveries and staff arrivals, temperatures will fluctuate in this area. To promote energy efficiency, the HVAC system should be zoned to allow for appropriate variation of temperature and humidity here.

Lighting, Artificial: Provide 15-25 foot-candles for the interior of this space, switched next to the entry door. At the exterior of the door include a tamper-proof, vandal resistant safety light that is controlled by photocells. Wiring for this light must be concealed and protected.

Plumbing: None

Security: Library access via this entrance is limited to staff or delivery personnel admitted by staff. The door must be fire-rated and have an automatic lock mechanism. To ensure visual control, the exterior door to this entrance must have either a secure "peep hole" or safety glass glazing. Hard surface flooring here must be non-slip for safety.

Seating: None

Signage: At both the interior and exterior of this door signage will be required to meet all life/safety codes for the building.

Refer to the *San Francisco Public Library Branch Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide standard, grounded duplex electrical wall outlets to meet general power needs in this space. Outlets should be wall-mounted at 15" above the finished floor.

Install a hard-wired delivery buzzer on the exterior of this door and provide wiring here that allows for the delivery buzzer to ring here and also to ring/light at the Service Desk so that staff will hear/see it whether or not they are near the door.

Components and Furnishings:

Staff/Deliveries Entrance	Quantity	Item	SF/Item	Total SF
interior bicycle parking for staff	2.0	space	8.00	16
circulation space	1.0	space	in GSF	in GSF
total				16

5.5   Staff Room   **237 sq. ft**.

Functional Space Summary: This area is for library staff to use for meals and breaks. The space needs table seating, plus a sofa for soft seating or so that a staff member who is not feeling well can lie down. The room should have a quiet ambience and sufficient space for several individuals to enjoy the room without disturbing each other. It should be reasonably adjacent to the Staff Work Room and adjacent to the Staff Restroom. A telephone for staff use will be installed in this space, and there should be an Internet port and/or wireless service in case staff wishes to use a personal computing device here. A wall-mounted television will be available in the room.

This room will need to have natural light from windows and/or clerestories.

Careful attention needs to be paid to the venting and acoustical separation of this space from the rest of the library to prevent cooking smells from being dispersed through other parts of the library.

Spatial Relationships and Visual Control: The Staff Room location is spatially related to all of the staff back-of-house areas. A direct adjacency is needed to the Staff Restroom.

If possible, staff using this room will very much want to have a window, or at least a clerestory/skylight that connects them to natural light and the outdoor environment.

Adjacencies: 5.6   Staff Restroom

Sight Lines To: None

Proximate: Exterior Window

Occupancy: staff, 0-4 seated at table or on sofa

Access: Access to the Staff Room should be from a main path of travel that is at least 42" wide. The doorway into the lounge must be at least 36" wide to accommodate passage of a wheelchair. This will be a space that is lockable, and depending on location, may be routinely locked when not in use, with access limited to staff. The table here should be high enough to accommodate users in a wheelchair.

Acoustics: Sound insulation should be employed to reduce transmission of conversation and other noise from this space to the library proper.

Collections: None

Fenestration and Daylighting: Natural lighting is highly desirable here. Exterior windows in staff areas can be operable and should be provided with easily operable interior shades or blinds to control the penetration of direct sunlight and glare. If windows here are operable they must be coordinated with the building security alarm system.

Finishes: Wall and floor finishes should be durable, washable and renewable without undue expense. The floor should be carpeted for comfort and sound control.   The table surface should be scratch resistant and easily washed.

Flexibility and Expandability: It is not expected that this space will be changed or expanded, but provide sufficient technology and power access to allow for change if it does become necessary.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Install high-quality industrial strength exhaust system vents in the staff lounge.

Lighting, Artificial: Provide 20-40 foot-candles average. As an energy-saving feature, consider motion-activated light sensors in this space.

Plumbing: Water/sewer service will be required at the wet sink included here at the kitchen counter.

Security: Access to this space is limited to staff. The door should be lockable, and the hardware must allow for staff inside the room to exit without a key, so that they cannot be inadvertently locked in the room.

If windows here are operable they must be coordinated with the building security alarm system.

Seating: Four staff seats at the table plus 1-3 staff seats on the sofa.

Signage: Signage on the exterior of the room must indicate the number/name/function of the Staff Room. Room/space signage must be installed on an exterior wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

Refer to the *San Francisco Public Library Branch Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide one standard duplex communications outlet (one voice and one data) co-located with associated power mounted on the wall 15" above the finished floor to accommodate staff hand-held computing devices.

Include wireless service in this space.

Include power for all appliances here—a microwave, coffee maker, television, or refrigerator will require standard power from duplex or quad outlets.

Provide standard, grounded duplex electrical wall outlets to meet general power needs in this space. Outlets should be wall-mounted at 15" above the finished floor.

Components and Furnishings:

Staff Room	Quantity	Item	SF/Item	Total SF
lockers, half-height, stacked 2 high, @ 5 sf ea stack	6.0	locker	2.50	15
coat closet or coat rack @ 8' long	1.0	closet	20.00	20
chairs, side, staff @ 4-place round	4.0	chair	22.50	90
table, 4-place, round, staff (sq. ft. included w/ chairs)	1.0	table	n.a.	n.a.
sofa, staff, 6'Lx3'D + circulation space	1.0	sofa	40.00	40
display unit, magazine, wall-mounted, 37" x 30" with 12 pockets	1.0	unit	n.a.	n.a.
television, 27", wall-mounted, staff	1.0	television	n.a.	n.a.
counter, kitchen, 10'Lx2.5'D, w/ wet sink	1.0	counter	48.00	48
cabinet, storage, above counter (sq. ft. included w/ counter)	1.0	cabinet	n.a.	n.a.
cabinet, storage, below counter (sq. ft. included w/ counter)	1.0	cabinet	n.a.	n.a.
refrigerator, full height, staff	1.0	refrigerator	16.00	16
oven, microwave, on counter, staff	1.0	oven	n.a.	n.a.
coffee maker, 10 cup, staff	1.0	coffee maker	n.a.	n.a.
sink, kitchen	1.0	sink	n.a.	n.a.
board, bulletin	1.0	board	n.a.	n.a.
telephone, wall mount	1.0	phone	n.a.	n.a.
bin, recycling	2.0	container	4.00	8
clock, wall, battery powered	1.0	clock	n.a.	n.a.
receptacle, trash	1.0	receptacle	in GSF	in GSF
total				237

5.6   Staff Restroom, One, Single Occupancy   in GSF

Functional Space Summary: One unisex, single occupancy staff restroom is needed, adjacent to the Staff Work Room and reasonably close to the Staff Room.

The restroom must be designed for low maintenance and durability. Fixtures should be wall-mounted for ease of cleaning. Floor and wall coverings should be tile. A sloping floor and floor drains are essential.

Waste receptacles should be recessed and/or wall-mounted. Liquid/foam soap and towel dispensers should be located directly over sinks to prevent soap leaks and to avoid water drips on the floor. Install hand dryers as well as towel dispensers, a parcel/purse shelf, coat hanger/hook and bench for changing clothes in the restroom.

Spatial Relationships and Visual Control: The staff restroom should be adjacent to the Staff Room, and reasonably accessible from the Staff Work Room.

The restroom should not be accessible to the public.

Adjacencies:	5.5	Staff Room
Sight Lines To:	None	
Proximate:	5.2	Staff Work Room
Occupancy:	Not continuously occupied, 1 staff when in use	

Access: Meet or exceed all ADA requirements.

Acoustics: Provide excellent acoustical separation of the restroom from other occupied areas. Sound insulation should be employed to reduce transmission of noise from this space to adjacent areas.

Collections: None

Fenestration and Daylighting: Natural lighting is not required here and windows should not be included in the design of this space.

Finishes: Design the restroom to be highly durable and easy to clean and maintain. Restroom fixtures should be wall-mounted and cubicle partitions should be ceiling-mounted for ease of cleaning. Floor and wall coverings should be hard surface (non-slip on floors), such as tile, with the walls covered to a height of at least five feet. Cubicle partitions should be highly durable (e.g. Duraflex™, stainless steel or equivalent).

Waste receptacles should be recessed and/or wall-mounted. Soap and towel dispensers should be located directly over sinks to prevent soap leaks and avoid water drips on the floor. Install an electronic hand dryer, a paper towel dispenser, a bench for changing clothes, and a parcel shelf.

Flexibility and Expandability: Meet or exceed all ADA requirements. It is not expected that this space will change functions in the future.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Install high-quality industrial strength exhaust system vents in the restrooms.

Lighting, Artificial: Provide 15-25 foot-candles. As an energy-saving feature, consider motion-activated light sensors in this space.

Plumbing: Water and/or sewer service will be required at the toilet, sink, and floor drain. Hot water will be required at the sink. Floors should be sloped to a floor drain. Toilet should be low-flush.

Security: Staff should be able to securely lock the restroom door from inside. Door hardware should include a safety feature so that in the event of a staff member becoming incapacitated, the lock can be tripped in order to enter the restroom.

The public should not have access to this restroom.

Seating: None

Signage: Room identification and purpose must be posted outside the Staff Restroom. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

Pictogram signs, frequently used for restrooms, must include the verbal equivalent placed directly below the symbol.

Refer to the *San Francisco Public Library Branch Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Toilets should be low-flush and power will be required for the electronic hand dryer.

Include tamper-proof, grounded duplex electrical wall outlets outside the restrooms. The outlets should be close enough to the restroom to provide cleaning equipment cord reach.

Outlets should be wall-mounted 15" above the finished floor.

5.6   Staff Restroom, One, Single Occupancy (continued)

Components and Furnishings:

Staff Restroom, One, Single Occupancy	Quantity	Item	SF/Item	Total SF
toilet	1.0	toilet	n.a.	n.a.
shelf, parcel, restroom	1.0	shelf	n.a.	n.a.
bench, for changing clothes	1.0	bench	n.a.	n.a.
coat hook, restroom	1.0	hook	n.a.	n.a.
sink, lavatory, restroom	1.0	sink	n.a.	n.a.
mirror, scratch resistant, restroom	1.0	mirror	n.a.	n.a.
hand dryer, electronic, restroom	1.0	dryer	n.a.	n.a.
paper towel dispenser	1.0	dispenser	n.a.	n.a.
receptacle, waster, restroom	1.0	receptacle	n.a.	n.a.
sanitary disposal unit, restroom	1.0	unit	n.a.	n.a.
dispenser, soap, restroom	1.0	dispenser	n.a.	n.a.
total	1.0			

6.1   Telecommunications Room   100 sq. ft.

Functional Space Summary: This space will provide a secure area for computer and telecommunications serving equipment housed in the branch library. If possible, it should be centrally located within the building for efficiency in running wire and cable and approximately 100 square feet in size.

Spatial Relationships and Visual Control: The telecommunications room can be located wherever design needs provide space to accommodate it. However, by locating the room centrally, within the building, some efficiencies are realized when running wire/cable.

Adjacencies: None

Sight Lines To: None

Proximate: Centrally Located Within Building

Occupancy: No continuous occupancy

Access: Access to the telecommunications room should be from a main path of travel that is at least 42" wide. The doorway into the room must be at least 36" wide to accommodate passage of a wheelchair. This will be a space that is routinely kept locked, with access limited to staff or personnel admitted by staff.

Acoustics: Sound insulation should be employed to reduce transmission of equipment hum noise from this space to the library proper.

Collections: None

Fenestration and Daylighting: Natural light is not wanted in this space.

Finishes: Wall and floor finishes should be durable, washable and renewable without undue expense. The floor should be a hard, non-slip surface to decrease particulates and static electricity.

Flexibility and Expandability: This space should be sufficiently sized so as not to require expansion over the life of the library building. All conduit and cabling channels should be generously sized to allow for growing demands on the building's telecommunications infrastructure.

HVAC: Provide a temperature range of 60-70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. The telecommunications room needs to be provided with air-conditioning and backup mechanical ventilation units.

Lighting, Artificial: Provide 15-25 foot-candles average with switching at the inside of the entry door

Plumbing: None

Security: This space will be routinely locked, with access limited to staff or personnel admitted by staff. The door must be lockable, and the hardware must allow for personnel inside the room to exit without a key, so that they cannot be inadvertently locked in the room.

Seating: None.

Signage: Room identification and purpose must be posted outside the Telecommunications Room. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

Refer to the *San Francisco Public Library Branch Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: The electrical and data consultant for the project will work with designers and library planners to provide specific guidance for technology and power requirements in this room.

Equipment that will be planned for this space will likely include, but may not be limited to the following:
- Telephone system and patch panels
- Intrusion alarm system control panel
- Fire alarm control panel
- Public address system control panel and amplifier
- Telecommunications switch
- DSU/CSU telecommunications device
- Backboard hub/multiplexor
- Wireless access system
- Server
- Equipment rack
- Router
- Telephone handset

Components and Furnishings:

Telecommunications/Server Room	Quantity	Item	SF/Item	Total SF
Room	1.0		100.00	100
total				100

6.2   Custodial Closet and Supplies   61 sq. ft.

Functional Space Summary: The branch library needs a custodial operations and supply closet that can accommodate up to two weeks of supplies for the building, with a separate, lockable space within it for storage of cleaning chemicals or potentially hazardous materials (at whatever size meets local ordinances). The room will need to include a mop sink and some storage for cleaning equipment.

Spatial Relationships and Visual Control: The custodial closet and janitorial supplies room should be located with a sight line or casual adjacency to the Staff/Deliveries Entrance so that custodians can conveniently reach outside areas for refuse, etc.

Adjacencies: None

Sight Lines To: 5.4   Staff/Deliveries Entrance

Proximate: None

Occupancy: No continuous occupancy, 1 staff person when in use

Access: Access to the custodial closet should be from a main path of travel that is at least 42” wide. The doorway into the room must be at least 36” wide to accommodate passage of a wheelchair. This will be a space that is routinely kept locked, with access limited to staff or personnel admitted by staff.

Acoustics: Sound transmission should not be a serious concern here.

Collections: None

Fenestration and Daylighting: Natural light is not wanted in this space.

Finishes: Wall and floor finishes should be durable, washable and renewable without undue expense. The floor should be a hard, non-slip surface to allow for wet spills/drips.

Flexibility and Expandability: This space is not expected to expand or change function in the future.

HVAC: Provide a temperature range of 60-70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Install high-quality industrial strength exhaust system vents in the custodial closet to disperse chemical fumes/odors.

Lighting, Artificial: Provide 15-25 foot-candles average with switching at the inside of the entry door. As an energy-saving feature, consider motion-activated light sensors in this space.

Plumbing: Water/sewer service will be required at the wet mop sink included here.

Security: This space will be routinely locked, with access limited to staff or personnel admitted by staff. The door must be lockable, and the hardware must allow for staff inside the room to exit without a key, so that they cannot be inadvertently locked in the room.

Include a locking cabinet for chemical storage here at whatever size meets local code requirements.

Seating: None

Signage: Room identification and purpose must be posted outside the Custodial Closet. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

Refer to the *San Francisco Public Library Branch Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide standard, grounded duplex electrical wall outlets to meet general power needs in this space. Outlets should be wall-mounted at 15" above the finished floor.

Components and Furnishings:

Custodial Closet & Supplies	Quantity	Item	SF/Item	Total SF
cabinet for chemical storage, locking	1.0	cabinet	8.00	8
sink, mop	1.0	sink	8.00	8
shelving, industrial, 80"	1.0	section	15.00	15
open storage area	1.0	space	30.00	30
vacuum, industrial (sq. Ft. included in open storage)	1.0	vacuum	n.a.	n.a.
total				61

6.3   Mechanical Room   **in GSF**

Functional Space Summary: This room will house the operating and control systems for the branch library's mechanical systems.

Architects must coordinate design of this room with the Library's Operations Department.

Spatial Relationships and Visual Control: Mechanical systems must be located and treated to mitigate acoustical impact on the surrounding environment. The mechanical room should have an exterior door to facilitate maintenance.

Adjacencies: None

Sight Lines To: None

Proximate: Exterior Door

Occupancy: Not Continuously Occupied

Access: Access to the mechanical room should be from a main path of travel that is at least 42" wide. The doorway into the room must be at least 36" wide to accommodate passage of a wheelchair. This will be a space that is routinely kept locked, with access limited to staff or personnel admitted by staff.

Acoustics: Mechanical systems must be located and treated to mitigate acoustical impact on the surrounding environment.

Collections: None

Fenestration and Daylighting: Natural light is not wanted in this space.

Finishes: Wall and floor finishes should be durable, washable and renewable without undue expense. The floor should be a hard, non-slip surface.

Flexibility and Expandability: This space is not expected to expand or change function in the future.

HVAC: Provide a temperature range of 55-75 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Provide 15-25 foot-candles average with switching at the inside of the entry door.

Plumbing: Water/sewer service may be required as part of the mechanical systems functionality.

Security: This space will be routinely locked, with access limited to staff or personnel admitted by staff. The door(s) must be lockable, and the hardware must allow for staff inside the room to exit without a key, so that they cannot be inadvertently locked in the room.

Seating: None

Signage: Room identification and purpose must be posted outside the Mechanical Room. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

Refer to the *San Francisco Public Library Branch Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: The electrical and data consultant for the project will work with designers and mechanical consultants to provide specific guidance for technology and power requirements in this room.

VII. Preliminary Project Budget

Construction & site work	$2,420,975
Construction contingency	$163,480
Soft costs	$1,069,630
Furnishings, fixtures & equipment	$440,355
Land acquisition	$1,894,010
Total:	$5,988,450

Appendix A: Ingleside Branch Library Collection Growth Plan

	Adult	Teens	Children	Total
Total Book & AV Media Collection:				**29,050**
AV Media:				5,225
Books:				23,825
Books	12,627	3,336	7,862	23,825
A53%/YA14%/J34% (approx.)				
AV Media	3,135	523	1,568	5,225
Adult & YA 70%/Juvenile30% (approx.)				
Total	**15,762**	**3,858**	**9,430**	**29,050**
Books	**Adult**	**Teens**	**Children**	**Total**
Reference	250	0	200	450
New/Bestsellers/Display	1,000	50	100	1,150
Genre (M,SF,W)	900	0	0	900
Fiction	1,600	600	1,200	3,400
Graphic novels	0	600	0	600
Graphic novels (Chinese)	0	500	0	500
Nonfiction (interfiled)	4,000	350	1,800	6,150
Career Guidance & College Placement	0	1,200	0	1,200
Intl Languages	3,200	600	500	4,300
Large Print	350	0	0	350
Picture Books	0	0	1,760	1,760
Board books	0	0	240	240
Easy Readers	0	0	1,000	1,000
Children's non-interfiled nonfiction & holiday	0	0	700	700
Mass market paperbacks	600	525	0	1,125
Total	**11,900**	**4,425**	**7,500**	**23,825**
Audiovisual Media	**Adult & Teen**	**Teens**	**Children**	**Total**
Video (English)	100	0	100	200
Video (Intl Language)	200	0	0	200
Video (Career Guidance & College Placement)	0	25	0	25
DVDs	1,480	0	750	2,230
DVDs (Career Guidance & College Placement)	0	25	0	25
DVDs (Chinese)	550	0	0	550
Music CDs	600	445	200	1,245

Audiovisual Media (continued)	Adult & Teen	Teens	Children	Total
Books on Tape & on CD	300	100	100	500
AV kits	0	0	100	100
Software & CD-ROMs	0	75	75	150
Total	**3,230**	**670**	**1,325**	**5,225**
Total Books & AV Media:	**15,130**	**5,095**	**8,825**	**29,050**
Collections equate to 2.19 volumes per capita				

Appendix B: Ingleside Branch Library Collections and Shelving

		Items Owned	% on Shelf	Items Shlvd	Shelf Type	Items/LF	LF Needed	Sections Needed	Aisle Width	SF Needed	Shelf Code
All shelves = 3 ft long											
Each section = single-sided, calculated @10.30, except Reference and children's picture books calculated @ 11.25 sf											
3.2	Adult Reference Collection:	250	100%	250	84"/5sh+base, divided w/ rollout shelf	6	42	2.8	42"	29	B
	Circulating Books										
	Adult Books										
3.1	Adult New/McNaughton Books Browsing	1,000	30%	300	66"/4sh+base	7	43	3.6	42"	37	D
3.5	Genre (M,SF,W)	900	50%	450	84"/6sh+base	8	56	3.1	42"	32	A
3.5	Fiction	1,600	75%	1,200	84"/6sh+base	8	150	8.3	42"	86	A
3.4	Nonfiction	4,000	75%	3,000	66"/4sh+base	10	300	25.0	42"	258	D
3.8	Intl Languages	3,200	50%	1,600	84"/6sh+base	8	200	11.1	42"	114	A
3.5	Large Print	350	75%	263	84"/6sh+base	8	33	1.8	42"	19	A
3.5	Mass market paperbacks	600	55%	330	Spinners inset into shelf unit (288 vols. Per unit)	16	21	1.1	42"	11	C
	Total Adult Books	**11,900**		**7,393**			**844**	**57**		**585**	
	Teen Books										
3.9	Mass market paperbacks	525	50%	263	Spinners inset into shelf unit (288 vols. Per unit)	16	16	0.9	42"	9	C
3.9	New & display	50	40%	20	66"/4sh+base	7	3	0.2	42"	2	D
3.9	Graphic novels	600	40%	240	84"/6sh+base	16	15	0.8	42"	9	A
3.9	Graphic novels (Chinese)	500	50%	250	84"/6sh+base	16	16	0.9	42"	9	A
3.9	Fiction & Genre	600	75%	450	84"/6sh+base	12	38	2.1	42"	21	A

		Items Owned	% on Shelf	Items Shlvd	Shelf Type	Items/LF	LF Needed	Sections Needed	Aisle Width	SF Needed	Shelf Code
3.4	Nonfiction (shelved w/ ANF)	350	75%	263	66"/4sh+base	12	22	1.8	42"	19	D
3.4	Career guidance & college	1,200	60%	720	66"/4sh+base	8	90	7.5	42"	77	D
3.8	Intl Languages (shelved w/Adult Int. Lang)	600	70%	420	84"/6sh+base	8	53	2.9	42"	30	A
	Total Teen Books	**4,425**		**2,625**			**252**	**17.2**		**177**	
	Children's Books:										
3.2	Reference (shelved w/ Adult Ref)	200	100%	200	84"/5sh+base, divided w/ rollout shelf	8	25	1.7	42"	17	B
4.1	New & display	100	50%	50	66'/4sh+base	7	7	0.6	42"	6	D
4.3	Fiction	1,200	75%	900	66'/4sh+base	13	69	5.8	42"	59	D
3.4	Nonfiction (shelved w/ ANF)	1,800	75%	1,350	66'/4sh+base	13	104	8.7	42"	89	D
4.3	Children's noninterfiled nonfiction & holiday	700	70%	490	66'/4sh+base	13	38	3.1	42"	32	D
4.3	Intl. Languages	500	75%	375	66'/4sh+base	15	25	2.1	42"	21	D
4.4	Picture Books	1,760	40%	704	48"/2sh+base divided	20	35	3.9	42"	40	G
4.4	Board books	240	40%	96	48"/2sh+base divided	24	n.a.	n.a.	42"	n.a.	Baskets
4.3	Easy Readers	1,000	65%	650	48"/2sh+base divided	20	33	3.6	42"	37	G
	Total Children's Books	**7,500**		**4,815**			**336**	**29**		**303**	
	Total Book Collection:	**23,825**		**14,833**			**1,432**	**103.5**		**1,065**	
	Audiovisual Media										
	Adult Media:										
3.7	Video	100	50%	50	66"/4sh+ base	10	5	0.4	42"	4	D
3.7	Video (Intl Language)	200	40%	80	66"/4sh+ base	10	8	0.7	42"	7	D

		Items Owned	% on Shelf	Items Shlvd	Shelf Type	Items/LF	LF Needed	Sections Needed	Aisle Width	SF Needed	Shelf Code
3.7	DVDs	1,480	40%	592	66", AV browse, 5 bins	30	20	1.3	42"	14	F
3.7	DVDs (Chinese)	550	50%	275	66", AV browse, 5 bins	30	9	0.6	42"	6	F
3.7	Music CDs	600	65%	390	66", AV browse, 5 bins	30	13	0.9	42"	9	F
3.7	Books on Tape & on CD	300	60%	180	66"/4sh+ base	10	18	1.5	42"	15	D
	Total Adult Media:	**3,230**		**1,567**			**73**	**5**		**55**	
	Teen Media										
3.7	Video (Career Guidance & College Placement)	25	150%	38	66"/4sh+ base	10	4	0.3	42"	3	D
3.7	DVDs (Career Guidance & College Placement)	25	150%	38	66", AV browse, 5 bins	31	1	0.2	42"	2	F
3.7	Music CDs (shelved w/ adult CDs)	445	50%	223	66", AV browse, 5 bins	30	7	0.5	42"	5	F
3.7	Books on Tape & CD	100	60%	60	66"/4sh+ base	10	6	0.5	42"		D
3.7	Software & CD-ROMs (shelved w/ adult media)	75	60%	45	66"/4sh + base	10	5	0.4	42"	4	D
	Total Teen Media:	**670**	**5**	**403**		**0**	**91**	**23**	**2**	**0**	**15**
	Children's Media:										
3.7	Video (shelved w/ adult videos)	100	65%	65	66"/4sh+ base	10	7	0.5	42"	6	D
3.7	DVDs (shelved w/ adult DVDs)	750	50%	375	66", AV browse, 5 bins	30	13	1.0	42"	11	F
3.7	Music CDs (shelved w/ adult CDs)	200	75%	150	66", AV browse, 4 bins	30	5	0.4	42"	4	F
3.7	Books on Tape & on CD	100	70%	70	66"/4sh + base	10	7	0.6	42"	6	D
3.7	AV kits in clamshells	100	65%	65	66"/4sh + base	12	5	0.5	42"	5	D
3.7	Software & CD-ROMs	75	75%	56	66"/4sh + base	10	6	0.5	42"	5	D
	Total Children's Media:	**1,325**		**781**			**42**	**3.5**		**36**	

		Items Owned	% on Shelf	Items Shlvd	Shelf Type	Items/LF	LF Needed	Sections Needed	Aisle Width	SF Needed	Shelf Code
	Total Media Collection:	**5,225**		**2,751**		**0**	**91**	**138**	**11**	**0**	**106**	
	Total Books & Media:	**29,050**		**17,583**				**1,569**	**114**		**1,171**	
	Magazines & Nsps Displayed										
3.6	Adult English Lang Magazine Display	54 titles	100%	54	66"/4sh slanted w/ flat shelf below	1	54	4.5	42"	46	E
3.6	Adult Intl Languages Magazines Display	12 titles	100%	12	66"/4sh slanted w/ flat shelf below	1	12	1.0	42"	10	E
3.6	Adult English Lang Newspapers	5 titles	100%	5	66"/4sh plexi inserts	1	5	0.4	42"	4	H
3.6	Adult Intl Languages Newspapers	5 titles	100%	5	66"/4sh plexi inserts	1	5	0.4	42"	4	H
3.9	Teen Magazines Display	20 titles	100%	20	66"/ 4sh slanted w/ flat shelf below	1	20	1.7	42"	17	E
4.1	Children's Magazines Display	12 titles	100%	12	66"/ 4sh slanted w/ flat shelf below	1	12	1.0	42"	10	E
	Total Mag & Nsp Display:	**108 titles**		**108**				**108**	**9.0**		**93**	
	Total Linear & Square Ft Needed:							**1,677**			**1,264**	
	2.19 vols. Per capita										

Appendix C: Ingleside Branch Library Programmed Shelving Types

Code	Height	Shelves per unit	Features	Purpose
A	84"	6+ base	Standard	Adult fiction/genre, Teen fiction/genre, Large print, Adult/teen International lang., Graphic novels, Teen fiction
B	84"	5+ base	12" shelf depth, divided, w/Roll-out center shelf	Reference
C	66" to fit both 66" & 84" units	N.A.	Spinner insert Canopy top	Adult & teen mass market paperbacks
D	66"	4+ base	Standard Canopy top	Adult new books, Nonfiction, College & career books, Teen new books, Children's new books, Children's fiction, Children's intl. lang., Audiobooks, Videos, Software, A-V kits
E	66"	4+base	Hinged, slanted, w/flat shelf below Canopy top	Magazines
F	66"	5 + base	AV Browse Canopy top	Adult, teen & children's videos, CDs, DVDs
G	48"	2 +base	Dividers Canopy top	Children's picture books, Easy readers
H	66"	4+ base	Slanted, w/ plexi inserts Canopy top	Newspapers

Appendix D: Ingleside Branch Library Reader Seating

Space		Seating Type	# Tables	# Seats	SF/Chair	SF Needed
Reader Seating:						
For Adults						
3.4	Nonfiction Circulating Books	4-place tables, rectangular	2	8	25	200
3.6	Magazines & Newspapers	lounge chairs	0	4	35	140
3.6	Magazines & Newspapers	4-place tables, rectangular	1	4	25	100
Adult Seating subtotal:				**16**		**440**
For Teens						
3.9	Teens Area	4-place table	1	4	22	88
3.9	Teens Area	lounge chairs w tablet arms	0	2	35	70
Teens Seating subtotal:				**6**		**158**
For Children						
4.3	Children's Circulating Books	4-place tables, rectangular	2	8	25	200
4.4	Picture Books	4-place toddler seating	1	4	22	88
4.4	Picture Books	2-place lounge chairs	0	1	45	45
Children's Seating subtotal:				**13**		**333**
Reader Seating subtotal:				**35**		**931**
2.6 seats per every 1000 people						

Appendix E: Ingleside Branch Library Computers & Other Public Equipment

Space		Equipment Type	Units	SF/Seat	SF Needed
Public General Access Computers					
3.3	Computers for Adults & Teens	sitdown computer wkstn w/ 1 seat	10	32	320
3.3	Computers for Adults & Teens	stand-up computer OPAC wkstn	3	16	48
3.3	Computers for Adults & Teens	stand-up Internet express wkstn	2	16	32
4.2	Computers for Children	sitdown computer wkstn w/1 seat	4	32	128
	Total Public Computers		**19**		**528**
Other Public Equipment:					
2.1	Express Checkout & Reserves	express checkout station	2	45	90
3.11	Copy Center	copy machine	1	50	50
	Total Other Public Equipment		**3**		**140**
Public Printers/Scanners					
3.3	Computers for Adults	networked printer/print release station	1	24	24
3.3	Computers for Adults	networked scanner	1	12	12
4.2	Computers for Children	networked printers	1	12	12
	Total Public Printers/Scanners		**3**		**48**
	1 computer per every 699 people				

Appendix F: Planning Authorities Used and Sources Cited

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Appendix G: Ingleside Branch Library Preliminary Master List of Furniture & Equipment

During the programming phase of this project, a list of furniture and equipment is necessarily preliminary. The list will be revised over the course of the design and construction phases of the project.		
Item	**Quantity**	**Description**
3-hole paper punch, public	1.0	punch
baby changing station, one for each public restroom	2.0	station
barcode reader, staff	5.0	reader
baskets for board books	4.0	basket
bench, for changing clothes, staff restroom	1.0	bench
bin, hanging, acrylic for slatwall	20.0	bins
bin, recycling	4.0	bin
bin, return, depressible, on casters	6.0	bin
board, bulletin	4.0	board
board, white	2.0	board
book truck	15.0	truck
cabinet for chemical storage, locking	1.0	cabinet
cabinet, storage to fit under worktable for flat storage of posters, paper, etc.	1.0	cabinet
cabinet, storage, above counter	1.0	cabinet
cabinet, storage, above counter, locking	1.0	cabinet
cabinet, storage, below counter	1.0	cabinet
cabinet, storage, below counter, locking	2.0	cabinet
cabinet, supply for printer	3.0	cabinet
cabinet, supply for printer/PC release station	1.0	cabinet
carpet squares or low-loft cushions for storytime floor seating	20.0	carpet squares
cart, mobile laptop storage (self-contained power) for 12 laptop computers	1.0	cart
cash register	1.0	machine
chair, guest	1.0	chair
chair, lounge, public	4.0	chair
chair, lounge, public w/ tablet arms	2.0	chair
chair, lounge, public, 2-place	1.0	chair
chair, reader, child height, public	8.0	chair
chair, reader, public	16.0	chair
chair, reader, toddler-sized, public	4.0	chair

Item	Quantity	Description
chair, side, staff	4.0	chair
chair, stacking, public	12.0	chair
chair, stacking, w/ tablet arms, public	12.0	chair
chair, task, public	14.0	chair
chair, task, staff	7.0	chair
clock, wall, battery powered	12.0	clock
coat closet or coat rack	1.0	closet
coat hook, restroom	TBD	hook
coffee maker, 10 cup, staff	1.0	coffee maker
coffee maker, 30 cup public	1.0	coffee maker
coin/card operating vending unit associated w/ photocopier	1.0	unit
computer, laptop, public, w/ wireless cards	12.0	computer
computer, public	19.0	computer
computer, staff	9.0	computer
counter, kitchen, 10'Lx2.5'D	1.0	counter
counter, kitchen/refreshment, 8'Lx3'D	1.0	counter
counter, mail/delivery sorting, 9' Lx 3' D	1.0	counter
counter, work for small equipment, 5'Lx3'D	1.0	counter
desk set, staff, adjustable height	1.0	desk set
dispenser, soap, restroom	TBD	dispenser
display boards, wall mounted	TBD	board
display cabinet, locking, inset into wall	1.0	built-in cabinet
display unit, magazine, wall-mounted, 37" x 30" with 12 pockets	1.0	unit
display unit, w/ giveaway brochures & newspaper racks	1.0	display unit
dolly for stacking chairs, capacity 6 chairs per dolly	4.0	dolly
dolly, for folding tables, capacity 3 tables per dolly	1.0	dolly
emergency "panic" alarm button	1.0	alarm
express self-checkout machines	2.0	machine
fax machine, staff, on stand	1.0	fax
file, lateral	1.0	file
file, mobile, under workstations	4.0	file
floor mats	TBD	mats
hand dryer, electronic, restroom	TBD	dryer
key closet, locking, wall-mounted	1.0	key closet
lectern	1.0	lectern
lockers, half-height, stacked 2 high	6.0	locker
mirror, scratch resistant, restroom	TBD	mirror
oven, microwave, staff	1.0	oven
paper towel dispenser, restroom	1.0	dispenser
paper-cutter, safety rated, public	1.0	paper cutter

Item	Quantity	Description
photocopier, networked, public, B&W	1.0	photocopier
printer, dedicated, staff	1.0	printer
printer, networked, public	1.0	printer
printer, networked, staff	2.0	printer
printer, receipt, staff	2.0	printer
printer/PC print release station, public, networked	1.0	printer
projection screen, wall/ceiling mounted pull-down	1.0	system
projection system, ceiling-mounted	1.0	screen
public address system	1.0	system
rack, AV equipment for projection system console components	1.0	rack
receptacle, trash	16.0	receptacle
receptacle, waster, restroom	TBD	receptacle
refrigerator, full height, staff	1.0	refrigerator
return slots, exterior, lockable	2.0	slot
return slots, interior	2.0	slot
sanitary disposal unit, restroom	TBD	unit
scanner, public, networked	1.0	scanner
sensitizer/desensitizer for materials security system	3.0	unit
service desk	1.0	service desk
shades, window, darkening	TBD	shade
shelf, parcel, restroom	TBD	shelf
shelving, 48", w/ canopy top	6.6	section
shelving, 66", AV browse bins	5.9	section
shelving, 66", display style	1.1	section
shelving, 66", slanted, hinged w/ flat shelf below	9.7	section
shelving, 66", w/ plexi insets	25.8	section
shelving, 66", w/ slatwall endpanels	14.2	section
shelving, 66",standard	11.4	section
shelving, 84", AV browse bins,	3.1	section
shelving, 84", spinners inset in shelf unit	2.0	section
shelving, 84", standard	22.3	section
shelving, 84", w/ slatwall endpanels	17.0	section
shelving, 84", w/12" shelf, w/center rollout shelf	4.4	section
shelving, industrial 80"	3.0	section
sink, kitchen, extra deep		sink
sink, kitchen	1.0	sink
sink, lavatory, restroom	TBD	sink
sink, mop	1.0	sink
sofa, staff, 6'Lx3'D	1.0	sofa
sorter, pigeon hole mail unit, wall-mounted	1.0	sorter
stall partition, restroom	TBD	partition

Item	Quantity	Description
stand for fax machine	1.0	stand
stand, for scanner	1.0	stand
stapler, public	1.0	stapler
stool, task, staff	3.0	stool
table, 4-place rectangular, public	2.0	table
table, 4-place, rectangular, public, ADA compliant for children	1.0	table, ADA
table, 4-place, rectangular, public, ADA compliant	1.0	table, ADA
table, 4-place rectangular, child height, public	1.0	table
table, 4-place, round, public	1.0	table
table, 4-place, round, staff	1.0	table
table, folding, public	3	table
table, toddler-sized, round, public	1.0	table
tape dispenser, public	1.0	dispenser
telephone handset	5.0	phone
telephone, wall mount	1.0	phone
television, 27", wall-mounted, staff	1.0	television
theft security gates	1.0	pair
toilet, restroom	TBD	toilet
tote boxes for shared borrowing materials	16.0	boxes
toys and learning tools	TBD	toys
vacuum, industrial	1.0	vacuum
water fountain, multiple height	1.0	set
workstation, computer, public, sit-down	13.0	workstation
workstation, computer, public, sit-down, ADA compliant	1.0	workstation, ADA
workstation, computer, public, stand-up	2.0	workstation
workstation, computer, public, stand-up	3.0	workstation
workstation, modular, staff, 6'x6'	3.0	workstation
workstation, public, express self-checkout	2.0	workstation
workstation, returns, adjustable height, staff	1.0	workstation
worktable, shared, staff, 6'L x 4'W	1.0	table